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PIE COMMITTEE MEETING  
June 26, 2024

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**Stacy M. Butterfield, CPA**  
POLK COUNTY  
EXECUTIVE COUNCIL CHAIR

**Tiffany Moore Russell, ESQ.**  
ORANGE COUNTY  
VICE-CHAIR

**Laura E. Roth, ESQ.**  
VOLUSIA COUNTY  
SECRETARY/TREASURER

CRYSTAL K. KINZEL  
COLLIER COUNTY  
SENATE APPOINTEE

TODD NEWTON  
GILCHRIST COUNTY

JODY PHILLIPS  
DUVAL COUNTY

TOM BEXLEY  
FLAGLER COUNTY  
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JOHN A. CRAWFORD  
NASSAU COUNTY

JOHN DEW  
EXECUTIVE DIRECTOR

BERTILA SOTO  
11TH JUDICIAL CIRCUIT JUDGE  
SUPREME COURT APPOINTEE

MICHELLE R. MILLER  
SAINT LUCIE COUNTY

ROB BRADLEY  
BRADLEY, GARRISON & KOMANDO, P.A.  
GENERAL COUNSEL

2560-102 BARRINGTON CIRCLE | TALLAHASSEE, FLORIDA 32308 | PHONE 850.386.2223 | WWW.FLCCOC.ORG

## PERFORMANCE IMPROVEMENT AND EFFICIENCIES COMMITTEE EMERGENCY MEETING

June 26, 2024

Meeting: 10:00 AM – 11:00 PM, Eastern

Webex Link: <https://flclerks.webex.com/flclerks/j.php?MTID=m9e92d5f205bb6ed0eea942a10b73886d>

Meeting Number: 2316 730 0347; Password: CCOC

Conference Call: 1-866-469-3239; Access Code: 2316 730 0347

- 1) Call to Order and Approve Agenda ..... Hon. Laura Roth
- 2) Approve Minutes from the 03/15/24 Meeting ..... Hon. Laura Roth
- 3) PAC framework/Case Weights Work Group.....Hon. Laura Roth
- 4) Other Business ..... Hon. Laura Roth

**Committee Members:** Laura E. Roth, Esq. (Volusia), Chair, Stacy Butterfield, CPA (Polk), Doug Chorvat, Jr. (Hernando), Gary J. Cooney, Esq. (Lake), Brenda D. Forman (Broward), Tara S. Green (Clay), Crystal K. Kinzel (Collier), Michelle R. Miller (St. Lucie), Matt Reynolds (Putnam), Victoria L. Rogers (Hardee), Clayton O. Rooks (Jackson), Angela Vick (Citrus)

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## Minutes of March 15, 2024 PIE Committee Meeting

**Committee Action:** Review and approve with amendments, as necessary.

The Performance Improvement and Efficiencies Committee of the Clerk of Courts Operation Corporation (CCOC) held a meeting via WebEx on 3/15/24. An agenda and materials were distributed and posted on the CCOC website before the meeting. Provided below is a summary of staff notes from the meeting. These staff notes are designed to document committee action, not to be a complete record of committee discussions. All motions adopted by the committee are in **bold** text. All action items based on committee direction are in **red** and **bold** text.

### 1. Agenda Item 1 – Call to Order and Approve Agenda

The meeting was called to order by Chair Laura Roth. John Dew, CCOC Executive Director, called the roll.

Present for meeting [WebEx]: Chair Roth, Clerk Butterfield, Clerk Gary J. Cooney, Clerk Tara S. Green, Clerk Crystal K. Kinzel, Clerk Michelle Miller, Clerk Rooks, III, Clerk Reynolds and Clerk Chorvat.

Absent from the meeting: Clerk Forman, Clerk Rogers, and Clerk Angela Vick.

**A motion to approve the agenda as presented was made by Clerk Butterfield and seconded by Clerk Green. The motion was adopted by consent.**

### 2. Agenda Item 2 – Approve Minutes from 12/01/23 Meeting

The minutes from the 12/01/23 PIE Committee meeting was presented. Clerk Kinzel asked that in the minutes, under agenda item #4, it be clarified as to the timeframe of the reporting period for the case analysis being presented. She also noted that on the next page of the minutes the spelling of her last name should be corrected.

**A motion to approve the minutes with the edits suggested was made by Clerk Kinzel and seconded by Clerk Green. The motion was approved.**

### **3. Agenda Item 3 – CFY 2023-24 Quarter 1 PMAP Report**

Mr. Dew presented the CFY 2023-24 Quarter 1 Performance Measures and Actions Plans report to the Committee. He noted that 9 counties did not require action plans, which was a decrease from the prior quarter so that is an improvement. He said that the report has already been posted and the Legislature was notified in order for us to meet the statutory deadline. However, we still wanted to bring it to the Committee for their review/approval and see if there were any questions.

**A motion to approve the PMAP Report was made by Clerk Kinzel and seconded by Clerk Miller. The motion was approved.**

Clerk Green asked for an update on where we are in reevaluating our performance measures and redefining what we want to report/track that is a true reflection of where our resources are spent. Mr. Dew responded that we should be doing this often and we were planning this year to do a dead dive into reviewing performance measures. Jason Welty in our office was taking the lead on that project. However, with Mr. Welty being appointed as the Jefferson County Clerk, and the reality that our office currently is not sufficiently staffed, Mr. Dew said he asked Clerk Roth to allow us to hold off on such an evaluation until a later date. He also mentioned that we are in the process of asking Clerks what the CCOC should be doing better and how we can improve. Once we get this information back and are better staffed we will be better prepared to evaluate the current measures and/or the need to add different measures. Clerk Green suggested that it would be beneficial if we could create a workgroup to start defining goals related to reevaluating our performance measures so once the CCOC is better staffed we could hit the road running. Chair Roth mentioned that we did have a workgroup established by Jason Welty but we are holding off for now.

### **4. Agenda Item 4 – Peer Group Discussion**

Chair Roth noted that the committee has four options for approving the revised Peer Groups used in the budgeting process. The options are to make no changes to the currently approved Peer Groups; select new Peer Groups based on population; select new Peer Groups based on weighted cases; or select Peer Groups based on some other metric. She said the last time we revised the Peer Groups was based on weighted cases. She asked Clerk Cooney to provide an overview of the work he has done on this issue.

Clerk Cooney noted that the statute requires to develop groups of similarly situated counties based on population and cases. He provided an historical prospective on how the CCOC in the past developed these groups which we now call Peer Groups. He said he personally liked using weighted cases, but it did not matter to him which methodology was chosen.

Clerk Kinzel said that she did not understand why we develop these Peer Groups when from her perspective we don't use this in the budget process. We don't look at the performance of the peer groups. We should look at efficiencies within the peer groups or across all peer groups.

Chair Roth asked John Dew to respond. Mr. Dew noted that based on a statutory change in 2009, the CCOC was required first the first time for budgeting purposes to compare by peer group using similar population and similar number of cases. He stated that the Council actually used this information to decrease some Clerk's budgets when compared to Clerks in their grouping. However, the data on cases needed more work since it was unfair to compare workload for a traffic ticket case versus a felony case. The data today is much better, and the Council has an opportunity to use the peer groups and weighted cases in the budget process if they choose to do so.

Clerk Cooney said that we have been doing this process for many years. He said that as we use weighed cases more for comparison, and then use additional variables such as number of court houses and cost of living for example, we would all be very similar and therefore he was not sure we need to continue to check the box that we are comparing within groups. He was not sure that had much relevance anymore. In the long term we could compare all of us, and not just within peer groups as we will all be similar, except for those additional variables.

Clerk Butterfield noted that we did indeed use peer groups in the past for making budget decisions. We are much closer in having great information on weighted cases and it is a major indicator of workload. We should continue to work on weighted cases and determine how it can be used in the budget process.

**Clerk Green motioned to vote on using the Peer Groups recommended based on weighted cases which is option two. Clerk Cooney seconded the motion. The motion passed unanimously.**

## **5. Agenda Item 5 – Cases/Subcases Update**

Johnny Petit, CCOC Actuarial Performance Analyst, presented the following highlights related to trends in cases handled by Clerks' offices.

- There was a slight overall increase (3.29%) in total cases for the September-December quarter for 2023 compared to the same quarter in 2022.
- Civil traffic cases increased by 4.63% between the same two periods.
- Although civil cases have declined year over year, they remain 14% higher than the baseline.
- At the subcases level, there were no significant changes, except for a 31.6% decrease in small claims up to \$5000 recorded in December.

In conclusion, there is a general upward trend in case numbers. Despite the decrease in civil cases, the overall trend remains positive.

Chair Roth thanked Johnny for calling in since he was in providing the report from his trip in Germany. There were no questions concerning the update.

## 6. Agenda Item 6 – Payment Plan Update

Chair Roth asked Mr. Dew to provide the results of the Payment Plan Pilot Project to date. Mr. Dew first recognized the eight Clerk Offices that participated in the project and thanked them individually. They were the Clerk offices from Broward, Citrus, Clay, Duval, Nassau, Orange, Palm Beach, and Seminole. He said that based on the study it was suggested that the PIE Committee might want to consider recommending that all Clerks starting next county fiscal year should start reporting on the number of payment plans they create monthly. He then asked if Kathy Davis from Citrus County could provide information on the recommendations of the workgroup.

Ms. Davis said that the information on number of payment plans developed would be useful for legislation and analyzing what are workload is. She said that it would be beneficial now to make a decision for Clerks to start collecting this data effective October so they can prepare for the process. Collecting information on payment plans now would be the first step and it should not be too burdensome to gather. We don't want to burden the Clerks with collecting more information than that, since we all have so much on our plate now.

**Clerk Green made a motion to approve having Clerks start reporting information on number of payment plans effective October 1, 2024. Clerk Chorvat seconded the motion.**

Chair Roth asked if there were questions or discussion. Clerk Kinzel said she was not in favor of creating any additional required reports. Clerk Green responded that collecting this data would be beneficial to help us determine if our focus on payment plans is being successful in our effort related to compliance. It would show if it is successful where and how. If it is not, we need to show that we are spending our time developing payment plans that are creating a revolving door that is creating work for us. We need to look at a risk versus return on our effort. If we don't have the data, we can't go to the Legislature and report on the effectiveness of establishing payment plans that they have required of us.

The motion was approved with nay votes from Clerk Kinzel and Clerk Miller.

## Agenda Item 7 – Update on CPR Training

Chair Roth asked Mr. Dew to provide an update on the compliance training efforts done by our vendor CIS, Inc. Mr. Dew said that Compliance Improvement Services is going to provide a number of training sessions in 2024. He asked CIS Director Don Murphy to provide information on upcoming training. Mr. Murphy noted that there would be upcoming in-person regional training sessions in March and April in Jackson, Leon, Duval, Seminole, Palm Beach, Charlotte, and Pinellas counties. There will be virtual trainings sessions in May on the 14<sup>th</sup> and 21<sup>st</sup>. Then on July 18<sup>th</sup>, in Seminole County, there will be an in-person and virtual CPR summary and certification ceremony. Mr. Murphy pointed out that the training was composed of four modules: communications; process improvement; reporting analytics; and summary/certificate ceremony.



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## MINUTES OF MARCH 15 2023, PIE COMMITTEE MEETING

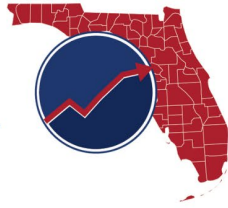
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Clerk Kinzel asked if Mr. Murphy would be tracking the results of the training to see if collections improved for those counties attending. He replied that they do help staff in the Clerk's offices to set up an internal process to measure their effectiveness. Mr. Dew responded by saying that we do track to see if there are improvements in collections by Clerks and staff that attend these training sessions. It does take several months to see results. He said we could provide such information.

Clerk Roth asked is there was any questions, comments, or further business that needed to be addressed. Hearing none, Clerk Roth adjourned the meeting at 11:00 AM.

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## AGENDA ITEM 3

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**DATE:** June 26, 2024  
**SUBJECT:** PAC Framework  
**COMMITTEE ACTION:** Pending further discussion

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### OVERVIEW:

The PAC Framework/Case Weights has not been updated since 2017-18 and requires revision to facilitate the budget process.

1. Please review the most recent PAC framework: [PAC 2017-18 framework](#).
2. Establish a workgroup to commence the process of updating the PAC 2017-18 framework.
3. Further discussion, as necessary.

COMMITTEE ACTION: Pending further discussion

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## CLERKS COURT SERVICES FRAMEWORK

Service	Activity	Task	Criminal				Traffic	Civil					Authority
			Circuit	County	Juvenile Delinquency	Criminal Traffic	Civil Traffic	Circuit	County	Probate	Family	Juvenile Dependency	
			Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	
<b>Case Processing</b>													
	Create and maintain court case record												F.S. 28.13, 28.211, 28.2205, 34.031, and Fla. Sm. Cl. R. 7.040
1		Timestamp, verify, index party names and demographic information, add charges/cause of action, docket and image new cases filed in paper	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.13 (maintain and time stamp), Fla. R. Jud. Admin. 2.520(d) (stamp requirements), 2.525(c)(4)(conversion to image), Fla. Sm. Cl. R. 7.040(a)(3) (index)
2		Verify, index party names and demographic information, add charges/cause of action, and docket new cases filed through the ePortal	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.13(maintain and time stamp), 28.2205 (implement electronic filing), Fla. R. Jud. Admin. 2.520(a) & (d) (electronic required)(maintain and time stamp), 2.525 (electronic filing), Fla. Sm. Cl. R. 7.040(a)(3) (index)
3		Create administrative case for maintenance of search warrants, as necessary	Y	Y	Y	Y	N	N	N	N	N	N	F.S. 28.13(maintain), Fla. R. Jud. Admin. 2.420(c)(6) (warrants retained by clerks confidential)
4		Verify case type and venue	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.13(maintain), 28.211 (progress docket), 34.031 (clerk of county court), Fla. Sm. Cl. R. 7.040 (maintain calendar, docket and index)
5		Search name index and identify companion case(s)	Y	Y	Y	Y	N	Y	N	Y	Y	Y	Fla. R. Civ. P. 1.100(c)(2) (cover sheet required), Fla. R. Jud. Admin. 2.525(d) (related notice in family law required), Fla. Sm. Cl. R. 7.050(c) (must assist with cover sheet)
6		Process and maintain judicial assignments.	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Jud. Admin. 2.215(b)(4) (chief judge to assign judges to courts and divisions), Fla. R. Jud. Admin. 2.215(b)(6) (chief judge may require attendance of clerks and periodic reports)
7		Create and maintain attorney information and relate to respective cases/parties; review for attorney/judicial conflict assignment	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. Code of Judicial Conduct, Canon 3.E.
8		Process statements of claim - Small Claims	N	N	N	N	N	N	Y	N	N	N	Fla. Sm. Cl. R. 7.050(c) (helping prepare statements of claim)
9		Process posting of motor vehicle repair bonds	N	N	N	N	N	Y	Y	N	N	N	F.S. 559.917(1)(a)
10		Enter data elements into Case Maintenance System required to satisfy reporting requirements established by statute.	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 318.18(8)(a) (TCATS - Traffic Citation Accounting Transmission System), F.S. 943.05(2) (OBTS - Offender Based Transaction System), F.S. 943.052 (OBTS - Offender Based Transaction System), F.S. 28.2405 (CCIS - Comprehensive Case Information System), F.S. 790.065(2)(d) (MECOM - Mental Competency Database)
11		Send Lis Pendens to Recording	Y	Y	N	Y	N	Y	Y	Y	Y	N	F.S. 28.222(3)(b) (recording upon payment of fee)
12		Send certified copy of Foreign Judgment to Official Records to be recorded; after recording prepare and send Notice to Judgment Debtor.	N	N	N	N	N	Y	Y	N	SPLIT	N	F.S. 55.503 & F.S. 55.505
13		Create bar codes, labels and jacket for paper documents											Fla. R. Jud. Admin. 2.520(c)(1)(A) & (d)(1) & (7) (exceptions to electronic)
14		Prepare and/or issue initial and subsequent summons and subpoenas	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.241(1)(d)(issue summons), Chapter 49, F.S.(constructive service), Fla. R. Civ. P. 1.070(a) & (b) (issue initial and subsequent summons)
15		Process and issue notice of action	N	N	N	N	N	Y	Y	Y	Y	Y	F.S. 49.08 (issuing), F.S. 49.12 (mailing), and Fla. R. Civ. P. 1.070(e) (mailing)
16		Timestamp, verify, docket, and image subsequently filed paper documents	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.13 (maintain and time stamp), Fla. R. Jud. Admin. 2.520(d) (stamp requirements), 2.525(c)(4)(conversion to image)
17		Verify and docket documents subsequently filed through the ePortal or return to the Portal Correction Queue	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.13(maintain and time stamp), 28.2205 (implement electronic filing), Fla. R. Jud. Admin. 2.520(a) & (d) (electronic required)(maintain and time stamp), 2.525 (electronic filing)
18		Protect confidential information in court records; publish order determining confidentiality as necessary	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Jud. Admin. 2.420(d)(1) & (2) & (e)(4) (confidential requirements)
19		Process counter/cross claims and 3rd party complaints	N	N	N	N	N	Y	Y	Y	Y	N	F.S. 28.13 (maintain and time stamp), F.S. 28.241(1)(c) (fees for counter claims and cross claims), Fla. R. Civ. P. 1.170 (counter claims and cross claims), Fla. R. Jud. Admin. 2.520(d) (stamp requirements), 2.525(c)(4)(conversion to image), Fla. Sm. Cl. R. 7.040(a)(3) (index)
20		Schedule court event and prepare and provide notices to all parties, parents or guardians, attorneys and/or bondsman	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	F.S. 903.26(1)(b) (notice to surety), F.S. 923.02 (criminal trial notice), Fla. Sm. Cl. R. 7.090(b) (set pretrial)
21		Administer oaths, acknowledgments and affidavits	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.24(13) (fee) F.S. 92.50(1) (authorization)
22		Accept and/or approve civil bonds	N	N	N	N	Y	Y	Y	Y	Y	N	F.S. 28.24(19) (fee), F.S. 56.16 (officer having the execution), F.S. 72.011(3) (tax assessment challenges bond approved by court), F.S. 76.12 (attachment bond), F.S. 77.031(3) (garnishment bond by plaintiff), F.S. 77.24 (garnishment bond by garnishee), F.S. 78.065(2)(e) (replevin bond approved by court), F.S. 79.02 (habeas corpus), F.S. 83.12 (distress writ issued by court with bond approved by clerk), F.S. 713.76 (bond for release of lien on property), F.S. 733.402(1) (probate bond approval), F.S. 744.351(1) (guardianship bond approval), Fla. R. Traf. Ct. 6.340(b) (bond for affidavit in lieu of appearance)
23		Maintain small claims trial calendar and docket court minutes	N	N	N	N	N	N	Y	N	N	N	Fla. Sm. Cl. R. 7.040(a)(1) (calendar) & (2) (docket book), but see Fla. Sm. Cl. R. 7.040(b) (no minute book for small claims)
24		Reschedule court dates	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
25		Process statements of claim - Probate	N	N	N	N	N	N	N	Y	N	N	F.S. 733.703 (filing a claim in probate), Fla. Prob. R. 5.490(c) (clerk mailing claims to attorney)
26		Review case activity for appropriate entry of default upon motion	N	N	N	N	N	Y	Y	N	Y	N	Fla. R. Civ. P. 1.500(a) (request) and Fla. R. Civ. P. 1.160 (authority)
27		Prepare and/or process dismissal notices/dockets for lack of prosecution/service	N	N	N	N	N	Y	Y	Y	Y	N	Fla. R. Civ. P. 1.420(c) (court or clerk may serve notice)
28		Prepare small claims summary procedure judgment	N	N	N	N	N	N	Y	N	N	N	Fla. Sm. Cl. R. 7.170(a) (default against defendant for failure to appear)

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			Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	
29		Prepare and/or process, and issue civil writs (e.g., garnishment, replevin, attachment, distress, execution, etc.)	N	N	N	N	N	Y	Y	N	Y	N	F.S. 76.03 (writ of attachment processed by clerk), F.S. 76.12 (attachment bond approved by clerk), F.S. 77.03(1) (prejudgment garnishment), F.S. 77.04(1) (attaching notice to writ), F.S. 78.068 (replevin), F.S. 83.12 (distress writ issued by court with bond approved by clerk), Fla. R. Civ. P. 1.550 (executions), Fla. R. Civ. P. 1.570 (executions and various writs), Fla. R. Civ. P. 1.580(e) (possession of real property), Fla. R. Jud. Admin. 2.130 (appellate rules apply in trial court when exercising appellate jurisdiction), Fla. R. App. P. 9.100(e) & (f) (mandamus)
30		Process 20 year old unsatisfied writs of executions from Sheriff	N	N	N	N	N	Y	Y	N	N	N	F.S. 56.04(2)
31		Process and implement requirements set forth in administrative orders											
32		Review, accept, process and present appropriate motions and proposed orders for judicial review	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
33		Conform and provide copies	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Jud. Admin. 2.516(g) (when clerk is required then) & (h) (transmitted by court or under its direction)
34		Prepare satisfactions of liens/judgments	Y	Y	Y	Y	Y	Y	Y	N	Y	N	F.S. 55.141(2) (execution and recording of satisfactions), F.S. 713.24 (transferring construction lien to security), F.S. 713.76 (bond for release of lien on property), F.S. 713.78(5)(b) & (13)(c)2. (towing and storage liens), F.S. 713.785(4)(b) & (8)(c)2. (mobile home towing and storage liens), F.S. 938.29(3) (satisfaction of legal assistance debt), F.S. 938.30(9) (satisfaction of criminal obligations)
35		Maintain original documents as required by Rule or Statute <a href="#">Link to "approved" list</a>	Y	Y	Y	Y	Y	N	N	Y	N	N	Fla. R. Jud. Admin. 2.430 (retention), Fla. R. Jud. Admin. 2.525(c)(2)(F) (documents required to be maintained in paper form) & (c)(7) (unless clerk is required to maintain as paper), Fla. R. Crim. P. 3.030(c) (judgment or sentence or required by statute to be sworn or notarized), Fla. R. Crim. P. 3.030 (b) (filing with clerk) & (c) (judgment and sentence deposited with clerk), Fla. R. Crim. P. 3.125 (sworn LEO notice to appear), Fla. R. Crim. P. 3.140(g) (information under oath), Fla. R. Crim. P. 3.160 (arraignment waiver of counsel or affidavit of indigence), Fla. R. Crim. P. 3.190(c) (motion to dismiss indictment or information), Fla. R. Crim. P. 3.190(d) (state's traverse), Fla. R. Crim. P. 3.190(i) (motion to perpetuate testimony), Fla. R. Crim. P. 3.240(b)(1) (affidavit for change of venue), Fla. R. Crim. P. 3.575 (motion to interview juror), Fla. R. Crim. P. 3.590 (motions for new trial), Fla. R. Crim. P. 3.692 (petitions to seal and expunge with affidavits and sworn statements), Fla. R. Crim. P. 3.800 (motions regarding sentences), Fla. R. Crim. P. 3.811(d)(3) (affidavit of evidence unavailability for execution stays), Fla. R. Crim. P. 3.840(a) (affidavit for order to show cause for indirect criminal contempt), Fla. R. Crim. P. 3.850(c) (motion to correct sentence to be under oath), Fla. R. Crim. P. 3.851(e) (motion for collateral relief from death sentence need not be under oath but rather certified by the attorney), Fla. R. Crim. P. 3.853(b) (motion for post-conviction DNA testing under oath), Fla. R. Crim. P. 3.954 (form for indigency requires attestation), Fla. R. Crim. P. 3.987(7) (form for post-conviction relief must be under oath), Fla. R. Crim. P. 3.989 (form for seal and expunge must be under oath), Fla. R. Civ. P. - S.V.P. 4.460 (documents required to be maintained in paper form), Fla. R. Civ. P. - S.V.P. 4.460 (post judgment habeas corpus governed by 3.850), Fla. Prob. R. 5.043 (wills and codicils), Fla. Fam. L. R. P. 12.025(b) (termination of parental rights documents exempt from 2.525(c)), AOSC 16-14
36		Provide copies of applicable final judgments to Child Support Depository	N	N	N	N	N	N	N	N	Y	Y	F.S. 61.08(10)(d)1. (minor child w/ alimony not paid through the depository), F.S. 61.13(1)(d)2. (support not immediately deducted), F.S. 61.1301(1)(a) (income deduction order made through depository)
37		Process case transfers to other counties	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	F.S. 28.242 (service charge earned even if wrong venue), Fla. R. Civ. P. 1.060 (transfer authorized), Fla. R. Civ. P. 1.170(j)(demand exceeding jurisdiction and method), Fla. Fam. L. R. P. 12.060 (utilize 1.060)
		Serve examining committee reports via electronic or U.S. mail on petitioner and alleged incapacitated's attorney. Docket certificate of such service.	N	N	N	N	N	N	N	Y	N	N	F.S. 744.331(3)(h)
38		Process guardianship orders for payment of expert examinations/testimony	N	N	N	N	N	N	N	Y	N	N	F.S. 744.368(1) (custodian of guardianship files)
39		Process guardianship orders for payment of examining committee and court appointed attorney	N	N	N	N	N	N	N	Y	N	N	F.S. 744.331(7) (entitlement to fees), F.S. 744.368(1) (custodian of guardianship files)
40		Provide copies of incapacity and appointment of guardian to interested parties	N	N	N	N	N	N	N	Y	N	N	Fla. R. Civ. P. 2.516(g) (when clerk is required then) & (h) (transmitted by court or under its direction)
41		Process professional guardian files, including maintenance of guardianship bonds, continuing education, and fingerprints	N	N	N	N	N	N	N	Y	N	N	F.S. 744.3135 (background check by court, including fingerprints), F.S. 744.3145 (educational requirements), F.S. 744.351 (bonds,
42		Prepare notice to guardians re: inventory Due and dates for guardianship report	N	N	N	N	N	N	N	Y	N	N	
43		Audit appointed guardians inventory of the ward's assets	N	N	N	N	N	N	N	Y	N	N	F.S. 744.368(3) (audit report)
44		Review guardian's annual plan for the ward's care	N	N	N	N	N	N	N	Y	N	N	F.S. 744.368(1)(a)-(e) (annual plan for the person elements)
45		Audit guardian's annual accounting of the ward's receivables and expenditures; request additional info and issue subpoenas etc.	N	N	N	N	N	N	N	Y	N	N	F.S. 744.368(3) (audit report) F.S. 744.368 (5)-(7) (Issue subpoenas)
46		Prepare Clerk Report for annual guardianship report	N	N	N	N	N	N	N	Y	N	N	F.S. 744.368(2) (upon review of report), F.S. 744.368(4) (report not timely filed), F.S. 744.369(1) (court review of clerk's report)
47		Prepare orders regarding guardianship report	N	N	N	N	N	N	N	Y	N	N	
48		Review and prepare guardianship status reports/orders to court	N	N	N	N	N	N	N	Y	N	N	F.S. 744.368(2) (upon review of report), F.S. 744.368(4) (report not timely filed), F.S. 744.369(1) (court review of clerk's report)
49		Process petitions for guardian's fees; alert judge of extraordinary entries and draft proposed order	N	N	N	N	N	N	N	Y	N	N	F.S. 744.108 (guardian's and attorney's fees)

## CLERKS COURT SERVICES FRAMEWORK

Service	Activity	Task	Criminal				Traffic	Civil					Authority
			Circuit	County	Juvenile Delinquency	Criminal Traffic	Civil Traffic	Circuit	County	Probate	Family	Juvenile Dependency	
			Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	
50		Process guardianship petitions for attorney's fees, alert judge of extraordinary entries	N	N	N	N	N	N	N	Y	N	N	F.S. 744.108 (guardian's and attorney's fees), F.S. 744.368 (report review), F.S. 744.444(16) (attorney's fees subject to approval in annual accounting)
51		Complete checklist upon receipt of closing document	N	N	N	N	N	N	Y	N	N	N	F.S. 744.108 (guardian's and attorney's fees), F.S. 744.368 (report review), F.S. 744.444(16) (attorney's fees subject to approval in annual accounting), F.S. 744.527 (guardianship final report review), Fla. Prob. R. 5.670(c) (final report change of domicile), Fla. Prob. R. 5.680(c) (final report other termination)
52		Process order of discharge to estate and guardianship case	N	N	N	N	N	N	Y	N	N	N	F.S. 733.901 (discharge of PR, probate), F.S. 735.206(2), (3) & (4) (order of summary administration), F.S. 744.531 (order of discharge, guardianship), Fla. Prob. R. 5.400(e) (order of discharge, probate), Fla. Prob. R. 5.680(g) (order of discharge, guardianship)
53		Process order for registry of court deposit/disbursements	N	N	N	N	N	Y	Y	Y	Y	N	F.S. 28.24(10) (fee for receiving money), F.S. 28.33 (investment of and interest on registry money), F.S. 43.18 (withdrawals), F.S. 43.19 (unclaimed funds paid to court), F.S. 45.031 (funds from judicial sales), F.S. 45.032 (funds from judicial sales), F.S. 45.035 (clerk's fees from judicial sales), F.S. 56.27(2)(b) (surplus from execution sale), F.S. 69.041 (DoR right to participate in mortgage foreclosure proceeds), F.S. 72.011(3) (tax assessment challenges), F.S. 73.111 (deposit upon eminent domain judgment), F.S. 74.051(4) (deposit and investment upon eminent domain pre-take order), F.S. 77.082 (garnishee deposit after no reply), F.S. 79.02 (habes corpus), F.S. 83.232 (tenant rent), F.S. 83.56(5)(a)2 (tenant rent), F.S. 83.60(2) (tenant rent), F.S. 83.61 (disbursement of tenant rent), F.S. 85.031(2) (sale of repair materials), F.S. 116.21 (disposition of unclaimed funds), F.S. 173.07 (tender to defend against tax foreclosure), F.S. 173.11 (surplus of tax foreclosure sale), F.S. 440.094(c) (worker's comp benefits on appeal), F.S. 475.709(5) (commercial real estate commission), F.S. 475.711(2) (commercial real estate commission), F.S. 520.07(10)(b) (motor vehicle contract dispute), F.S. 559.917(1)(a) (cash posted for motor vehicle repair dispute), F.S. 697.07(4) (deposit of assigned rents during foreclosure), F.S. 713.11 (sale proceeds from sale of real property improvement), F.S. 713.24(1) (claim of lien transferred to security), F.S. 713(5)(b) (owner challenging vehicle or vessel towing charges), F.S. 716.02 (escheats to state), F.S. 718.117(17)(b) (interpleader of proceeds upon condominium termination), F.S. 718.401(1)(d)1. (condominium leasehold rent challenge), F.S. 719.401(1)(d)1. (cooperative leasehold rent challenge), F.S. 744.534(2)(a) (termination of guardianship), F.S. 775.089(11)(a) (court ordered restitution collection and disbursement), F.S. 775.089(12)(b)4.c. (income deduction order restitution collection and disbursement),
54		Process judicial sale orders, to include service to all parties	N	N	N	N	N	Y	Y	N	N	N	F.S. 45.031(1)(a) (court may order sale by clerk) and (c) (copies judgment to be furnished by clerk)
55		Process cancellations and resets of judicial sales	N	N	N	N	N	Y	Y	N	N	N	F.S. 45.031 (2) (publication of sale and enlargement of time)
56		Calendar, monitor, and perform judicial sales (electronic or courthouse steps)	N	N	N	N	N	Y	Y	N	N	N	F.S. 45.031 (3) (conduct of sale and service charge for making sale)
57		Compute and collect good faith deposit and remainder bid amount on judicial sales	N	N	N	N	N	Y	Y	N	N	N	F.S. 45.031 (3) (5% deposit)
58		Prepare and/or process, and serve certificate of sale or no sale	N	N	N	N	N	Y	Y	N	N	N	F.S. 45.031 (4) (certificate of sale)
59		Compute and collect documentary stamps, and/or prepare Certificate of Title, and send to be recorded in Official Records	N	N	N	N	N	Y	Y	N	N	N	F.S. 45.031 (5) (certificate of title), F.S. 201.02 (doc stamps)
60		Disburse proceeds, determine amount of surplus funds, and appoint trustee from qualified list	N	N	N	N	N	Y	Y	N	N	N	F.S. 45.031 (7)(a) (disburse proceeds, certificate of disbursements and determination of surplus), F.S. 45.032 (3)(c) (appointment of trustee),
		Terminate appointment if surplus funds remain unclaimed after statutory period and process as unclaimed property	N	N	N	N	N	Y	Y	N	N	N	F.S. 45.032 (4) (termination of trustee),
61		Process drivers license suspensions for statutory reasons	Y	Y	Y	Y	Y	N	N	N	N	N	318.15 (1)(a) (suspension for failing to comply), F.S. 322.245(3) ( failure to comply with court directives) & (5)(a) (notice from clerk failure to pay financial obligation), Fla. R. Traf. Ct. 6.590 (failure to complete school)
62		Prepare and process drivers license clearances and/or reinstatements	Y	Y	N	Y	Y	N	N	N	Y	N	F.S. 318.15(2), F.S. 322.245(4), F.S.322.29(2)
63		Add Victim/Witness names and addresses, as appropriate, in local Case Maintenance System	Y	Y	Y	Y	Y	N	N	N	N	N	F.S. 316.066(1)(b)4. (witnesses on long form) & (c)4. (witnesses on short form), Fla. R. Civ. P. 1.410(a) (subpoena may be issued by clerk or attorney), Fla. R. Civ. P. 1.410(b)(2) (subpoena shall be issued by clerk upon request of attorney or party), Fla. R. Crim. P. 3.361(a) (subpoena may be issued by clerk or attorney), Fla. R. Crim. P. 3.361(b)(2) (subpoena shall be issued by clerk upon request of attorney or party), Fla. R. Traf. Ct. 6.150(a) (civil and criminal procedure for attendance of witnesses govern traffic cases)
64		Process, docket and image Affidavit for Statutory Election; review for eligibility and grant or deny	Y	Y	N	Y	Y	N	N	N	N	N	F.S. 318.14(10) and F.S. 322.34(11)
65		Determine eligibility for clerk's dismissal of certain traffic infractions	Y	Y	N	Y	Y	N	N	N	N	N	F.S. 318.18(2)(b)1., 2., and 3. (valid registration, valid DL, and valid security)
66		Determine eligibility for clerk's dismissal of certain medical marijuana infractions	Y	Y	Y	N	N	N	N	N	N	N	F.S. 381.986(12)(e)2. (medical marijuana use registry ID card)

### CLERKS COURT SERVICES FRAMEWORK

Service	Activity	Task	Criminal				Traffic	Civil					Authority
			Circuit	County	Juvenile Delinquency	Criminal Traffic	Civil Traffic	Circuit	County	Probate	Family	Juvenile Dependency	
			Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	
67		Accept and track posted bond (Surety, Property, ROR or Cash)	Y	Y	N	Y	N	N	N	N	N	N	F.S. 903.105 (cash appearance), F.S. 903.16 (cash or bonds, appearance), F.S. 903.17 (money or bonds for other bail), F.S. 903.18 (surety for money or bonds), F.S. 903.21 (exoneration on surrender), F.S. 903.26 (notices and forfeiture process, including automatic clerk discharge), F.S. 903.27 (judgment process), F.S. 903.28 (remission process, clerk as party), F.S. 903.286 (return of cash bond), F.S. 903.31 (bond cancellation)
68		Retrieve, docket and image defendant motor vehicle history from DHSMV	Y	Y	Y	Y	Y	N	N	N	N	N	F.S. 119.0712(2)(b) (confidential information covered by MOU)
69		Prepare, issue, sign and seal capias for all State Attorney initiated cases; Certify and distribute copies for sheriff's service.	Y	Y	Y	Y	N	N	N	N	N	N	F.S. 932.48 (docket information and issue capias)
70		Process original/amended charging documents filed by State Attorney	Y	Y	Y	Y	N	N	N	N	N	N	F.S. 932.48 (docket information and issue capias)
71		Process Affidavit of Defense or Admission and Waiver of Appearance for hearings	N	Y	N	N	Y	N	N	N	N	N	Fla. R. Traf. Ct. 6.340(a) (affidavit in lieu of appearance)
72		Process/Post bond in lieu of appearance - (Civil traffic hearings only)	N	N	N	N	Y	N	N	N	N	N	Fla. R. Traf. Ct. 6.340(b) (bond for affidavit in lieu of appearance)
73		Process Order to Set, Modify or Reduce Bond; Add/Update bond data	Y	Y	N	Y	N	N	N	N	N	N	F.S. 903.03 (setting bail), F.S. 903.035(2) (hearing for modification), F.S. 903.047(2) (condition modification), F.S. 903.0471 (revocation)
74		Process, docket and image Affidavit Electing Traffic School and completion certificate	Y	Y	N	Y	Y	N	N	N	N	N	F.S. 28.24(8) (writing any paper), F.S. 318.14(9) (traffic school election), Fla. R. Traf. Ct. 6.340(a) (traffic school election), Fla. R. Traf. Ct. 6.360(b) (enlargement of time)
75		Withdraw warrants remaining unserved after applicable timeframe	N	Y	N	Y	N	N	N	N	N	N	F.S. 28.32 (destruction of instrument executed to secure performance or non-performance of act after 20 years), F.S. 775.15 (statute of limitations on crimes)
76		Maintain on site, as space allows, non-evidentiary paper documents which require retention, or send to records storage facility for safekeeping	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Jud. Admin. 2.430 (retention), Fla. R. Jud. Admin. 2.525(c)(2)(F) (documents required to be maintained in paper form) & (c)(7) (unless clerk is required to maintain as paper), Fla. R. Crim. P. 3.030(c) (judgment or sentence or required by statute to be sworn or notarized), Fla. R. Crim. P. 3.030 (b) (filing with clerk) & (c) (judgment and sentence deposited with clerk), Fla. R. Crim. P. 3.125 (sworn LEO notice to appear), Fla. R. Crim. P. 3.140(g) (information under oath), Fla. R. Crim. P. 3.160 (arraignment waiver of counsel or affidavit of indigence), Fla. R. Crim. P. 3.190(c) (motion to dismiss indictment or information), Fla. R. Crim. P. 3.190(d) (state's traverse), Fla. R. Crim. P. 3.190(i) (motion to perpetuate testimony), Fla. R. Crim. P. 3.240(b)(1) (affidavit for change of venue), Fla. R. Crim. P. 3.575 (motion to interview juror), Fla. R. Crim. P. 3.590 (motions for new trial), Fla. R. Crim. P. 3.692 (petitions to seal and expunge with affidavits and sworn statements), Fla. R. Crim. P. 3.800 (motions regarding sentences), Fla. R. Crim. P. 3.811(d)(3) (affidavit of evidence unavailability for execution stays), Fla. R. Crim. P. 3.840(a) (affidavit for order to show cause for indirect criminal contempt), Fla. R. Crim. P. 3.850(c) (motion to correct sentence to be under oath), Fla. R. Crim. P. 3.851(e) (motion for collateral relief from death sentence need not be under oath but rather certified by the attorney), Fla. R. Crim. P. 3.853(b) (motion for post-conviction DNA testing under oath), Fla. R. Crim. P. 3.984 (form for indigency requires attestation), Fla. R. Crim. P. 3.987(7) (form for post-conviction relief must be under oath), Fla. R. Crim. P. 3.989 (form for seal and expunge must be under oath), Fla. R. Civ. P. - S.V.P. 4.460 (documents required to be maintained in paper form), Fla. R. Civ. P. - S.V.P. 4.460 (post judgment habeas corpus governed by 3.850), Fla. Prob. R. 5.043 (wills and codicils), Fla. Fam. L. R. P. 12.025(b) (termination of parental rights documents exempt from 2.525(c)), AOSC 16-14
77		Monitor data integrity and quality of business process results for precision and timeliness; implement corrective action as needed.	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
78		Process case/charge dispositions/closures	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Jud. Admin. 2.516(h) (transmitted by court or under its direction)
79		Send final orders, dismissals, and Public Defender Liens to Recording	Y	Y	N	Y	N	Y	Y	Y	Y	N	F.S. 28.222(3)(b) (recording upon payment of fee)
		<b>Criminal Data - SB 1392 Effective 7/1/2018</b>											
80		Data collection and reporting effective 1/1/2019											F.S. 900.05(3)
81		Collect, bi-weekly, 60 +/- data elements for each criminal case											F.S. 900.05(3)
82		Report to FDLE, monthly, 60 +/- data elements for each criminal case											F.S. 900.05(3)
83		<b>Effective 7/1/2018</b>											F.S. 901.41(3)(a)
84		Aid in the creation of a misdemeanor prearrest diversion program											F.S. 901.41(3)(b)
85		Create a database separate from the court record in which to store the personal identifying information of prearrest diversion program participants											F.S. 901.41(3)(b)
86		Receive, electronically, from the "program operator" personal identifying information of prearrest diversion program participants											F.S. 901.41(3)(b)
87		Maintain as confidential the personal identifying information of prearrest diversion program participants											F.S. 901.41(3)(b)
87		Maintain the personal identifying information of prearrest diversion program participants in a statewide database											F.S. 901.41(3)(b)

## CLERKS COURT SERVICES FRAMEWORK

Service	Activity	Task	Criminal				Traffic	Civil					Authority
			Circuit	County	Juvenile Delinquency	Criminal Traffic	Civil Traffic	Circuit	County	Probate	Family	Juvenile Dependency	
			Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	
88		Collect and deposit any fee received for the receipt and maintenance of the personal identifying information into the fine and forfeiture fund established under Section 142.01											F.S. 901.41(3)(b)
89		Pay for the receipt and maintenance of the personal identifying information out of the fine and forfeiture fund established under Section 142.01											F.S. 901.41(3)(b)
90	Effective 7/1/2018	Digitize and transmit scoresheets to DOC at least monthly											F.S. 921.0024(6)
91		Digitize and transmit scoresheets and uniform judgments and sentences to DOC.											F.S. 921.0024(7)
92	Effective 7/1/2018	Capture and use the "unique identifier" of a defendant for that defendant's court case(s)											F.S. 943.687(1)
93	Effective 7/1/2018	Aid in the creation of a juvenile circuit misdemeanor civil citation or prearrest diversion program											F.S. 985.12(2)(a)
94		Collect the clerk's portion of any program fee received											F.S. 985.12(2)(b)5.
	Possession of Real Property - HB 631												
95	Effective 7/1/2018	Mail, by first class mail, copies of summons and complaint to defendant's residence and business address as provided by plaintiff											F.S. 82.05(2)
96		Note the mailing of the summons and complaint in the docket											F.S. 82.05(2)
97		Create a certificate of the fact and date of mailing the summons and complaint											F.S. 82.05(2)
98		File the certificate of mailing in the court file											F.S. 82.05(2)
	Guardianship - HB 1187												
99	Effective 7/1/2018	Audit guardianship reports											F.S. 744.368(5)
100		Advise the court of audit results											F.S. 744.368(5)
101		Disclose confidential information to DCF or law enforcement											F.S. 744.370(14)
102		Receive information regarding Section 744.368 investigations											F.S. 744.444(17)
103		Maintain the confidentiality of information regarding Section 744.368 investigations											F.S. 744.444(17)
	RPO's (Gun Bill) SB 7026												
104	Effective 3/9/2018	Receive petitions for RPOs from law enforcement agency or officer											F.S. 790.401(3)(a)
105		Forward petition to court or make court aware of petition											F.S. 790.401(3)(a)
106		Receive copy of notice of hearing from court											F.S. 790.401(3)(a)
107		Forward, on or before the next business day, a copy of Notice of Hearing and Petition to Sheriff or other law enforcement agency for service on respondent											F.S. 790.401(3)(a)1.
108		Attend all hearings on RPO's (necessary to certify and deliver copies at hearing)											F.S. 790.401(5)(b)
109		Furnish a copy of the notice of hearing, the petition, and temporary ex parte RPO or RPO to the sheriff of the county where the respondent resides or can be found											F.S. 790.401(5)(a)
110		Furnish a physical description and location of the respondent to the sheriff of the county where the respondent resides or can be found											F.S. 790.401(5)(a)
111		Transmit to the sheriff, at the sheriff's request, a facsimile copy of a temporary ex parte RPO or RPO which has been certified											F.S. 790.401(5)(a)
112		Certify copies of all orders issued											F.S. 790.401(5)(b)
113		Deliver certified copies to all parties at the time of the entry of the order											F.S. 790.401(5)(b)
114		Obtain signatures on the original order from all parties acknowledging the receipt of the certified copies											F.S. 790.401(5)(b)
115		Note on the original order that "service was effected" if a party fails or refuses to acknowledge receipt of a certified copy of an order											F.S. 790.401(5)(b)
116		Mail, to the last known address, certified copies of the order to any party to whom delivery of a certified copy at the hearing on the order was not possible											F.S. 790.401(5)(b)
117		Prepare and file a written certification of all service under F.S. 790.401(5)(b) specifying the time, date, and method of service											F.S. 790.401(5)(b)
118		Notify the sheriff of all service pursuant to F.S. 790.401(5)(b)											F.S. 790.401(5)(b)
119		Receive requests to vacate from respondents											F.S. 790.401(6)(a)1.
120		Forward requests to vacate to court or make court aware of requests to vacate											F.S. 790.401(6)(a)1.
121		Receive copy of notice of hearing from court											F.S. 790.401(6)(a)1.
122		Serve a copy of the notice of hearing and the request to vacate on the petitioner											F.S. 790.401(6)(a)1.
123		Notify the law enforcement agency holding surrendered items of any order to vacating the RPO											F.S. 790.401(6)(a)4.
124		Notify petitioner at least 30 days in advance of the impending end of the RPO											F.S. 790.401(6)(b)
125		Receive motions from petitioners to extend RPO's											F.S. 790.401(6)(c)1.
126		Forward motions to extend RPO's to court or make court aware of such motions											F.S. 790.401(6)(c)1.

**CLERKS COURT SERVICES FRAMEWORK**

Service	Activity	Task	Criminal				Traffic	Civil					Authority
			Circuit	County	Juvenile Delinquency	Criminal Traffic	Civil Traffic	Circuit	County	Probate	Family	Juvenile Dependency	
			Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	
127		Receive copy of order setting hearing											F.S. 790.401(6)(c)1.
128		<b>Serve</b> a copy of the order setting hearing and the motion to extend on the respondent or <b>furnish</b> a copy of the order setting hearing and the motion for extension to the sheriff of the county where the respondent resides or can be found											F.S. 790.401(6)(c)1.b.
129		Issue warrants for items not surrendered under an RPO											F.S. 790.401(7)(b)
130		Receive the original receipt for items surrendered under an RPO											F.S. 790.401(7)(c)
131		Receive sworn statements of non-compliance with RPO surrender orders											F.S. 790.401(7)(d)
132		Forward sworn statements of non-compliance to court or make court aware of same											F.S. 790.401(7)(d)
133		Issue warrants in response to court findings of probable cause of non-compliance with RPO's											F.S. 790.401(7)(d)
134		Provide confirmation to law enforcement of vacation or expiration of RPO's											F.S. 790.401(8)(a)
135		Enter, within 24 hours, any RPO or temporary ex parte RPO into <b>"the uniform case reporting system"</b>											F.S. 790.401(10)(a)
136		Forward, within 24 hours, a copy of any RPO or temporary ex parte RPO to the appropriate law enforcement agency specified in the RPO											F.S. 790.401(10)(b)
137		Forward, within 3 business days, all available identifying information of the respondent to any RPO along with the date of issuance of the RPO or temporary ex parte RPO to the Department of Agriculture and Consumer Services											F.S. 790.401(10)(c)
138		Forward, on the day of any order to vacate any RPO, a copy of the order vacating the RPO or temporary ex parte RPO to the Department of Agriculture and Consumer Services and the appropriate law enforcement agency specify in the order to vacate											F.S. 790.401(10)(d)
139		Receive from OSCA the master copy of the RPO petition and order forms, instructions, and informational brochures											F.S. 790.401(14)(c)
140		Within 90 days after receiving from OSCA the master copy of the RPO petition and order forms, instructions, and informational brochures, make same available											F.S. 790.401(14)(d)
141		Notify the appropriate district school superintendent of the name and address of any student the court refers to mental health services											F.S. 1006.08(2)
	Create and maintain child support/alimony depository record												F.S. 61.181
142		Input and maintain personal and financial information into state-wide depository system, including amount of support due, schedule of payments ordered, payments received; maintain account balances	N	N	N	N	N	N	N	N	Y	N	F.S. 61.181(3)(a), F.S. 61.1826
143		Update system with supplemental orders/judgments, adjust balances as ordered	N	N	N	N	N	N	N	N	Y	N	F.S. 61.181(3)(a)6., F.S. 61.1826
144		Perform balance adjustments relative to financial intercepts relative to workers compensation, lottery proceeds, unemployment benefits, etc.	N	N	N	N	N	N	N	N	Y	N	F.S. 61.1826
145		Track emancipation of dependents and adjust obligation accordingly	N	N	N	N	N	N	N	N	Y	N	F.S. 61.1826
146		Receipt Payments, (purge, over counter, lockbox) and reconcile daily balances	N	N	N	N	N	N	N	N	Y	N	F.S. 61.1826
147		Respond to customers inquiries regarding payments, balances, and enforcement options	N	N	N	N	N	N	N	N	Y	N	F.S. 61.1826
148		Process request for driver license suspension for non-payment of support, including preparation of notice of delinquency, processing motion to contest, and sending suspension notice to DHSMV if applicable.	N	N	N	N	N	N	N	N	Y	N	F. S. 61.13016 (notice of intent to suspend, etc.), F.S. 61.14(6)(a)1., F.S. 322.058
149		Track unpaid balance of any arrearage due, prepare applicable Notice of Delinquency, process Motion to Contest Delinquency, and prepare applicable Final Judgment of Delinquency; send to Official Records for recording.	N	N	N	N	N	N	N	N	Y	N	F. S. 61.14(6)(a) & (b)
150		Provide payoff statement as requested; Prepare and send Satisfaction of Judgment to Official Records for recording upon full payment	N	N	N	N	N	N	N	N	Y	N	F. S. 61.14(6)(f)1., F.S. 61.14(6)(f)2
151		Prepare Income Deduction Orders upon request	N	N	N	N	N	N	N	N	N	N	F.S. 61.1301 (income deduction orders, no clerk preparation mentioned)
152		Perform audits on depository accounts	N	N	N	N	N	N	N	N	Y	N	F.S. 61.1826
153		Process arrest orders for non-payment of support; Prepare Writ of Bodily Attachment; coordinate hearings within 24 hours of arrest	N	N	N	N	N	N	N	N	N	N	F.S. 61.11(2)(b)
154		Reconcile and prepare reports	N	N	N	N	N	N	N	N	Y	N	F.S. 61.1826(4)
155		Prepare Title IV-D invoice and submit to DOR monthly	N	N	N	N	N	N	N	N	Y	N	F.S. 61.1826(4)
156		Prepare and participate with annual audit (IV-D, DOR)	N	N	N	N	N	N	N	N	Y	N	F.S. 61.1826(4)
157		Evaluate and prepare Indirect Cost Calculation	N	N	N	N	N	N	N	N	Y	N	F.S. 61.1826(4)
158		Establish, maintain, and monitor Random Moment Sampling for federal reimbursement IV-D cost allocation	N	N	N	N	N	N	N	N	Y	N	F.S. 61.1826(4)
	Determine indigent status												F.S. 27.52, F.S. 57.082, and F.S. 57.085



## CLERKS COURT SERVICES FRAMEWORK

Service	Activity	Task	Criminal				Traffic	Civil					Authority
			Circuit	County	Juvenile Delinquency	Criminal Traffic	Civil Traffic	Circuit	County	Probate	Family	Juvenile Dependency	
			Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	
159		Provide and review application for determination of indigency; document indigent status in case maintenance system	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	F.S. 27.52, F.S. 57.082, and F.S. 57.085
160		Assess and waive filing fees, if indigent, for tracking purposes; establish payment plan for costs, etc.	N	N	N	N	N	Y	Y	Y	Y	N	F.S. 27.52, F.S. 57.081, F.S. 57.082, and F.S. 57.085
161		Time stamp Application for Criminal Indigent Status to Appoint Public Defender and verify for completeness.	Y	Y	Y	Y	N	N	N	N	N	N	F.S. 27.52
162		Review state motor vehicle title records and property records in the county of residence to determine disqualifying factors for assignment of Public Defender	N	N	N	N	N	N	N	N	N	N	F.S. 27.52(2)(a)2.
163		Review and complete the Clerk's Determination Certification as indigent or not indigent; Notify public defender of the assignment if applicable and assess mandatory Public Defender application fee.	Y	Y	Y	Y	N	N	N	N	N	N	F.S. 27.52(1)(b) (fee), F.S. 27.52(2)(c)1. (determination)
	Prepare for and attend court												F.S. 28.212; 34.031
164		Create and update court calendar, obtain and prepare case files including companion/related cases	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 43.26(2)(d) (chief judge may require may require attendance of clerks, but see, Morse v. Moxley, 691 So.2d 504 (Fla. 5th DCA 1997) for limitation of this power)
165		Prepare and/or distribute court docket	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	F.S. 28.211 (preparation of progress docket)
166		Provide copies of all court calendars to Judges, State Attorney, Public Defender, Private Attorneys, Booking, Department of Juvenile Justice, Department of Children/Families, State Probation, County Probation and Bailiffs	Y	Y	Y	Y	Y	N	N	N	N	Y	F.S. 903.26(1)(b) (notice to surety), F.S. 923.02 (sounding of the docket and clerk sending notice in criminal cases)
167		Prepare lists for prisoner transfers from jail	Y	Y	Y	Y	N	N	N	N	N	N	
168		Attend court sessions, hearings and trials	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 43.26(2)(d) (chief judge may require may require attendance of clerks, but see, Morse v. Moxley, 691 So.2d 504 (Fla. 5th DCA 1997) for limitation of this power)
169		Accept, secure and file recording of non-criminal traffic hearing made by party	N	N	N	N	Y	N	N	N	N	N	Fla. R. Traf. Ct. 6.460(b) (clerk shall secure and file hearing recording upon immediate delivery by party)
170		Review Written Pleas of Not Guilty and Waiver of Arraignment and continue case to next applicable court event, reading of the charges	Y	Y	N	Y	Y	N	N	N	N	N	Fla. R. Crim. P. 3.160(a) (waiver by attorney and cancellation of arraignment)
171		Prepare form and process oral motions/orders to determine confidentiality	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Jud. Admin. 2.420(h)(3) (hold as confidential until written order)
172		Administer oaths	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 34.13(6) (oath for municipal ordinance violations), F.S. 90.605 (1) (witness required to take oath), F.S. 92.50(1) (clerk allowed to administer oath)
173		Process hearing continuances/resets	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Fla. R. Civ. P. 1.460 (motion for continuance), Fla. R. Crim. P. 3.190(f) (motion for continuance)
174		Create next court event for all continuances; Provide notice to defendant, parent or guardian, attorney of record and bondsman (if applicable)	Y	Y	Y	Y	Y	N	Y	N	N	Y	F.S. 903.26(1)(b) (notice to surety), F.S. 923.02 (sounding of the docket and clerk sending notice in criminal cases)
175		Empanel jury	Y	Y	N	Y	N	Y	Y	Y	N	N	F.S. 40.001 (chief judge may assign additional duties), F.S. 92.50(1) (oaths may be administered by clerk), Standard Jury Instructions - Civil Cases 101.1 & 101.2
176		Swear/poll jury	Y	Y	N	Y	N	Y	Y	Y	N	N	Fla. R. Crim. P. 3.440 (clerk reads verdict to jurors looking for any disagreement), Fla. R. Crim. P. 3.450 (on motion the court shall cause the jurors to be polled)
177		Accept, label, log and maintain chain of custody of exhibits/evidence	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Civ. P. 1.450(b)
178		Read verdict	Y	Y	N	Y	N	Y	Y	Y	N	N	Fla. R. Crim. P. 3.440 (clerk reads verdict to jurors looking for any disagreement)
179		Prepare and/or process final judgment/orders	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.29 (recording civil final judgments)
180		Deliver evidence to vault for storage	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.213 and Fla. R. Civ. P. 1.450(b)
181		Prepare and process (out of county) judge reassignment case - (Due to judicial absence, disqualification or recusal reason)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Jud. Admin. 2.260(g) (clerk duties on change of venue)
182		Prepare and docket court minutes	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.212 (clerk may keep minutes)
183		Complete, Process and Distribute court minutes/case dispositions	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.212 (clerk may keep minutes)
	Process case after court decision												F.S. 28.211 and 28.29
184		Prepare final judgment/orders for injunctions for protection and child pick up	N	N	N	N	N	N	N	N	Y	Y	F.S. 741.30(8) (clerk to furnish forms, includes a myriad of other duties for domestic violence cases), F.S. 784.0485(2)(c) (provide simplified forms and brochures and copies of the order of injunction in stalking cases)
185		Prepare service packet for injunctions for protection/child pick up orders and forward to law enforcement for service	N	N	N	N	N	N	N	N	Y	Y	F.S. 741.30(8) (clerk to furnish forms, includes a myriad of other duties for domestic violence cases, including forwarding orders to law enforcement), F.S. 784.0485(2)(c) (provide simplified forms and brochures and copies of the order of injunction in stalking cases)
186		Publish Grand Jury Indictment	Y	Y	N	Y	N	N	N	N	N	N	Fla. R. Crim. P. 3.140(l) (indictment in custody of clerk) & (m) (clerk to release to defendant)
187		Process Deferred Prosecution Agreement; Dispose court event; Dispose case in local Case Maintenance System; Provide copies to defendant, attorney of record, booking (if incarcerated) and bondsman (if applicable)	Y	Y	Y	Y	N	N	N	N	N	N	
188		Process restitution order; Add restitution assessment, if applicable	Y	Y	Y	Y	N	N	N	N	N	N	F.S. 960.001(1)(j) (clerk to make enforcement info available if restitution converted to civil lien or judgment), F.S. 985.437(3) (clerk the receiving and dispensing agent for juvenile restitution), Fla. R. Crim. P. 3.986 (judgment and sentence contains provision for payment to clerk)

## CLERKS COURT SERVICES FRAMEWORK

Service	Activity	Task	Criminal				Traffic	Civil					Authority
			Circuit	County	Juvenile Delinquency	Criminal Traffic	Civil Traffic	Circuit	County	Probate	Family	Juvenile Dependency	
			Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	
189		Prepare, process and distribute bond forfeiture notices and documents	Y	Y	N	Y	N	N	N	N	N	N	F.S. 903.26(2)(a)
190		Process court ordered DL suspensions	Y	Y	Y	Y	Y	N	N	N	N	N	318.15 (1)(a) (suspension for failing to comply), F.S. 322.245(3) ( failure to comply with court directives) & (5)(a) (notice from clerk failure to pay financial obligation), F.S. 832.09(2) (clerk to notify DHSMV of worthless check suspension), Fla. R. Traf. Ct. 6.590 (failure to complete school)
191		Prepare, process and distribute court ordered Failure to Appear Capias and Order to Take into Custody; prepare and process withdrawal as appropriate	Y	Y	Y	Y	N	N	N	N	Y	N	F.S. 938.30(2) (failure to appear at hearing for criminal financial obligations), Fla. R. Crim. P. 3.131(j) (clerk to issue capias on indictment or information) & (k) (clerk to issue capias on summons), Fla. R. Crim. P. 3.730 (clerk to issue capias to bring defendant before court)
192		Prepare and certify Judgments Assessing Costs, and send for recording in Official Records	Y	Y	Y	Y	Y	N	N	N	N	N	F.S. 938.27(1) (costs to be included in every judgment) & (6) (clerk to collect and disburse costs), F.S. 938.29(2)(b) (legal assistance costs), F.S. 939.185(1)(a) (county additional costs)
193		Prepare and e-Serve clearance forms to DHSMV at Court Assist regarding financial obligation payoffs not filed on UTC	Y	Y	N	Y	N	N	N	N	N	N	F.S. 322.245(5)(b) (clerk to provide affidavit of satisfaction) (no e-serve or court assist required)
194		Process disposition orders/court minutes; Serve parties with copies	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
195		Prepare and send Satisfaction of Judgment for recording upon full payment	Y	Y	Y	Y	Y	N	N	N	Y	N	F.S. 55.141(1) (payment to the registry) & (2) (clerk to execute and record satisfaction)
196		Provide, process and distribute applicable forms (e.g. Dispositions, PD Applications, Plea Forms, Notice of Fines and Costs)	Y	Y	Y	Y	Y	N	N	N	N	N	F.S. 27.52(1) (PD form created by CCOC and approved by Supreme Court)
197		Process and respond to bond remission motions	Y	Y	N	Y	N	N	N	N	N	N	F.S. 903.28(1)-(6) (remission motions), F.S. 903.28(10) (clerk may hire attorney for remission process), F.S. 903.28(10) (clerk is real party in interest)
198		Process bond remission orders to finance	Y	Y	N	Y	N	N	N	N	N	N	F.S. 903.28(1)-(6) (remission motions and orders)
199		Prepare, record, process and disburse certified copies of Financial Obligations Converted to Judgment Lien, Disposition Orders and Department of Corrections Judgment and Sentencing Commitment Packets; Add sentence data in local Case Maintenance System	Y	Y	Y	Y	N	N	N	N	N	N	F.S. 938.30(9) (clerk to enforce supplemental criminal obligations), Fla. R. Crim. P. 3.670 (clerk to serve within 15 days, or hand deliver in court, a copy of judgment and sentence)
200		Prepare, docket, image and provide booking with Jail/DOC/DJJ Commitment Orders	Y	Y	Y	Y	N	N	N	N	N	N	F.S. 944.17(4) (clerks to use DOC commitment form to issue commitments), F.S. 985.442(2) (DJJ commitment documents), Fla. R. Crim. P. 3.810 (commitment to have certified copy of sentence, and a return to court)
201		Prepare, docket, image and process court ordered Vehicle Impound/Immobilization Notice for DUI's; Check DHSMV for lien holder data on vehicles owned by defendant; Provide copy of form to defendant, Probation Officer, Attorney of Record and lien holder (if applicable)	Y	Y	N	Y	N	N	N	N	N	N	F.S. 316.193 (6)(d) (clerk to provide notice)
202		Apply and track all statutory financial assessments; enter minimum mandatory court assessment if not ordered by Court; Notify defendant, Probation (if necessary) and attorney of record of all assessment adjustments.	Y	Y	Y	Y	Y	N	N	N	N	N	F.S. 28.2457(1)(a) mandatory assessments shall be imposed)
203		Process Order Adjudicating Defendant: Provide certified copies of the Order, Arrest Report, Information and Psychological Evaluations to the Forensic Program Coordinator(s), State Attorney, Attorney of Record, and the local Sheriff's Office; add or update data in FDLE MECOM	Y	Y	Y	Y	N	N	N	N	N	N	F.S. 790.065(2)(a)4.c.(i) (clerk to report to FDLE within 1 month) & (ii) (clerk to report to FDLE within 24 hours), Fla. R. Crim. P. 3.670 (clerk to serve within 15 days, or hand deliver in court, a copy of judgment and sentence)
204		Add evidence data in local Case Maintenance System; Prepare evidence for storage and transfer to custody of Evidence Management Dept.	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Civ. P. 1.450(b)
205		Monitor Community Service Hours	N	Y	N	Y	Y	N	N	N	N	N	F.S. 28.246(1)(d) (clerk to report to CCOC and Legislature money converted to community service), F.S. 318.18(8)(b)3.a. (clerk notified of community service hours) & b. (clerk to certify completion to court), F.S. 1003.29 (clerk to notify school of anything involving school, including community service hours)
206		Prepare and/or review check requests for financial processing	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	
207		Review and apply cash bonds to all unpaid court fees, court costs, and criminal penalties or prepare check request to return deposit	Y	Y	N	Y	Y	N	N	N	N	N	F.S. 903.286
208		Link civil contraband forfeiture and criminal case to apply contraband surplus	Y	Y	N	Y	N	Y	N	N	N	N	F.S. 895.09 (RICO forfeitures)
209	Process Reopened Cases	Send final orders and dismissals to Recording	Y	Y	N	Y	N	Y	Y	Y	Y	N	F.S. 28.222(3)(b) (recording upon payment of fee)
210		Receive reopening petition/motion and update status in case maintenance system	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.241 (reopen fees and exemptions), Fla. R. Civ. P. 1.540 (relief from orders)
211		Review case for type of reopen and time frame to determine assessment of fee and assess as appropriate	N	N	N	N	N	Y	Y	Y	Y	Y	F.S. 28.241 (reopen fees and exemptions), Fla. R. Civ. P. 1.540 (relief from orders)
212		Prepare, docket, image and e-File Modification/Probation Orders and Subsequent Commitment documents (including verification form with DOC)	Y	Y	N	Y	N	N	N	N	N	N	AOSC14-18
213		Process request for traffic hearing up to 180 days post disposition (including those filed as counts within criminal case)	Y	Y	N	Y	Y	N	N	N	N	N	F.S. 318.14(7)(a) (certification to DHSMV 10 days after disposition) & (b) (if certification more than 180 days after final hearing or payment DHSMV may modify suspension), F.S. 318.15(1)(c) (may request a hearing up to 180 days regardless of court or DHSMV suspension), Fla. R. Traf. Ct. 6.325 (speedy trial)

## CLERKS COURT SERVICES FRAMEWORK

Service	Activity	Task	Criminal				Traffic	Civil					Authority
			Circuit	County	Juvenile Delinquency	Criminal Traffic	Civil Traffic	Circuit	County	Probate	Family	Juvenile Dependency	
			Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	
214		Reinstitute case processing activities/tasks as applicable	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.241 (reopen fees and exemptions), Fla. R. Civ. P. 1.540 (relief from orders)
215	Seal/Expunge	Provide forms and ministerial support for Sealing and/or Expunging Cases; Ensure all court ordered assessments relative to case are paid in full.	Y	Y	Y	Y	N	N	N	N	N	N	F.S. 943.0585 (court ordered expunction, with clerk to provide copies, not assistance), F.S. 943.059 (court ordered sealing, with clerk to provide copies, not assistance), Fla. R. Crim. P. 3.692(e) (clerk's duties, which do not include forms and assistance), Fla. R. Crim. P. 3.989 (the forms, with no mention of clerk assistance)
216		Process Petition to Seal/Expunge, Affidavit, Certificate of Eligibility and Order to Seal/Expunge; Cashier mandatory service fee	Y	Y	Y	Y	N	N	N	Y	Y	Y	F.S. 28.24(25) (fee for sealing or expunging court file), Fla. R. Jud. Admin. 3.692 (processing and clerk's duties), Fla. Fam. L. R. P. 12.280(e) (Request to seal family cases), Fla. Fam. L. R. P. 12.400 (Request to seal family cases)
217		Remove or seal case and images upon receipt of Order to Expunge/Seal; Provide certified copies to all parties listed in the Order or by Rule	Y	Y	Y	Y	N	N	N	Y	Y	Y	F.S. 943.0585(3)(b) (certified copies of order to expunge to agencies), F.S. 943.059(3)(b) (certified copies of order to seal to agencies), Fla. R. Jud. Admin. 2.420(e)-(g) (procedure for confidentiality of various cases), Fla. R. Crim. P. 3.692 (processing and clerk's duties)
	Prepare Record for Appealed Cases												F.S. 28.241 and Fla. R. App. P. 9.200(d)
218		File and time stamp Notice of Appeal, send to be recorded if applicable	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. App. P. 9.040(g)(original petition see 9.100(f), filing fee see 9.130(b))
219		Provide certified copy of Notice of Appeal and Notice of Appeal Transmittal Form to DCA or Supreme Court (Circuit Court to DCA or Circuit Court to Supreme Court)	Y	N	Y	N	N	Y	N	Y	Y	Y	Fla. R. App. P. 9.040(g)
220		Provide a certified copy of Notice of Appeal to Circuit Court (County Court to Circuit), and, if applicable, the petition in 9.030(c)(2) and (3) cases	N	Y	N	Y	Y	N	Y	N	N	N	Fla. R. App. P. 9.040(g) (notice of appeal), Fla. R. App. P. 9.100(f) (petition)
221		Determine and ensure compliance with timelines	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. App. P. 9.110(e) (final order appeals record time), Fla. R. App. P. 9.140(f) (criminal appeals record time), Fla. R. App. P. 9.141(b)(2)(A) (post-conviction immediate record time), Fla. R. App. P. 9.142(a)(1)(A) (death penalty record time by chief judge), Fla. R. App. P. 9.142(d)(2)(C) (3.851(i) cases), Fla. R. App. P. 9.146(g) (juvenile dependency), Fla. R. App. P. 9.147(c) (parental notice), Fla. R. App. P. 9.160(g) (county court decisions), Fla. R. App. P. 9.170(c) (probate and guardianship cases)
222		File, process, and comply with documents/orders filed from the appellate courts	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. App. P. 9.040(a) (appellate courts have jurisdiction as necessary for a complete determination of cause), Fla. R. App. P. 9.600(a) (jurisdiction of appellate court and lower tribunal)
223		Select and number documents, prepare index, prepare cost estimate, collect deposit (unless determined indigent)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.24(2) (service charge), Fla. R. App. P. 9.200(d)
224		Prepare record on appeal, redact, and transmit index and record to appellate court	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. App. P. 9.100(i) (no record in original proceedings unless ordered by the court), Fla. R. App. P. 9.141(b)(2)(A) & (B) (post-conviction record and index), Fla. R. App. P. 9.142(a)(1)(B) (death penalty record), Fla. R. App. P. 9.130(d) (no record in non-final order cases unless ordered by the court), Fla. R. App. P. 9.200
225		Compile a redacted trial transcript and/or an unredacted trial transcript into a single PDF file that is text searchable and paginated to correspond with the master trial index pursuant to Appellant Court AO	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. App. P. 9.200(d)
226		Prepare supplemental records	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. App. P. 9.200(f)
227		Review case filings for exempt or confidential data and ensure all images are scanned accurately; Update confidential docket descriptions (if necessary)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Jud. Admin. 2.420(d), Fla. R. Jud. Admin. 2.525(c)(4), Fla. R. App. P. 9.200(d)
228		Copy exhibits; Provide physical evidence only (when required) to DCA	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. App. P. 9.200(a)
229		File, send for recording if applicable, and distribute copies of mandates	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. App. P. 9.420(b)(2) (service of copies by clerk acting in appellate capacity), Fla. R. App. P. 9.340 (mandate)
	Perform Records Management/Retention												F.S. 28.30
230		Maintain, catalog, and archive documents and files in environmentally controlled facility, regardless of media (e.g. films, CD's, tapes, computer media)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.30 (authorizing electronic record keeping for non-court records?), Fla. R. Jud. Admin. 2.430 & Appendix (records retention), Fla. R. Crim. P. 3.030 (b) (filing with clerk) & (c) (judgment and sentence deposited with clerk)
231		Transport documents and files to and from offsite storage/courthouse	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.30 (authorizing electronic record keeping for non-court records?), Fla. R. Jud. Admin. 2.430 & Appendix (records retention)
232		Prepare files and convert to non-paper format	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.30 (authorizing electronic record keeping for non-court records?), Fla. R. Jud. Admin. 2.430 & Appendix (records retention), Fla. R. Jud. Admin. 2.525(c)(4) (automatic conversion of new documents) & (7) (discretionary conversion of old documents)
233		Verify, process, and destroy paper files/documents following conversion	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.30 (authorizing electronic record keeping for non-court records?), Fla. R. Jud. Admin. 2.430 & Appendix (records retention), Fla. R. Jud. Admin. 2.525(c)(4) (automatic conversion of new documents), (6) (return or destroy after conversion), & (7) (discretionary conversion of old documents)
234		Sanitize/redact historical case file/images	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Jud. Admin. 2.420
235		Microfilm, microfiche and/or image filings	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Jud. Admin. 2.525(a) (allows the clerk to store on microfilm, etc.) & (c)(2) (provides that the official electronic court file may be supplemented by nonelectronic documents)
236		Review case files to identify eligible cases for destruction (Confirm case is closed; Confirm payment received in full or judgment recorded; Ensure case does not contain an active process; Confirm no case activity for various term limits set forth in retention rules	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Jud. Admin. 2.430, Fla. R. Traf. Ct. 6.575

## CLERKS COURT SERVICES FRAMEWORK

Service	Activity	Task	Criminal				Traffic	Civil					Authority
			Circuit	County	Juvenile Delinquency	Criminal Traffic	Civil Traffic	Circuit	County	Probate	Family	Juvenile Dependency	
			Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	
237		Prepare form for destruction	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Jud. Admin. 2.430, Fla. R. Traf. Ct. 6.575
238		Destroy eligible cases	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Jud. Admin. 2.430, Fla. R. Traf. Ct. 6.575
239		Administratively dismiss and dispose civil traffic UTC's with outstanding suspensions after 7 years; Notify the Department of Highway Safety and Motor Vehicles	N	N	N	N	Y	N	N	N	N	N	Fla. R. Traf. Ct. 6.575
	Perform Evidence Management/Retention												F.S. 28.213 and Fla. R. Civ. P. 1.450(b)
240		Ensure evidence rooms contain layered security with climatic controlled equipment and a fire suppression system	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Civ. P. 1.450(b)
241		Receive and inventory evidence from court clerk and catalog	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Civ. P. 1.450(b)
242		Place into secure evidence vault	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Civ. P. 1.450(b)
243		Mark confidential evidence appropriately to prevent inadvertent release	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Jud. Admin. 2.420(d) (clerk to maintain confidentiality of information)
244		Maintain a dual verification chain of custody process	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Civ. P. 1.450(b)
245		Enter or update all evidence with storage location in the evidence tracking system	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Civ. P. 1.450(b)
246		Perform periodic inventory of physical evidence	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Civ. P. 1.450(b)
247		Review Department of Corrections website for date of death of defendant sentenced to Life/Death	Y	N	N	N	N	N	N	N	N	N	F.S. 28.213 (3 years if no possibility of appeal), Fla. R. Jud. Admin. 2.430(f)(1) (criminal exhibits disposed as provided by law)
248		Review and maintain evidence retention requirements	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.213 (3 years if no possibility of appeal), Fla. R. Jud. Admin. 2.430(f)(1) (criminal exhibits disposed as provided by law) & (2) (all other exhibits)
249		Prepare, process and provide Notice of Intention to Dispose of or Destroy for all introducing/interested parties in the case	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Jud. Admin. 2.430(f) (notice) & (g) (disposition without destruction)
250		Prepare, process, and provide all required forms, motions, and proposed orders for release/return/disposition of evidence	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.213 (criminal exhibits), Fla. R. Jud. Admin. 2.430(f)(1) (criminal exhibits) and (2) (all other exhibits), Fla. R. Jud. Admin. 2.430(g) (disposition without destruction)
251		Process return of original documents at the direction of the court	N	N	N	N	N	Y	Y	N	N	N	Fla. R. Civ. P. 1.450(b)
252		Prepare and process Petition to Transfer Evidence and an Evidence Chain of Custody form for criminal convictions involving firearms, weapons, obscene materials, narcotics or medication, etc. to transfer custody to Sheriff's Dept.	Y	Y	Y	Y	N	N	N	N	N	N	F.S. 847.011(7) (obscene materials), F.S. 790.08(2) (weapons), F.S. 893.12(1) (controlled substances)
253		Conduct CCIS security check prior to returning firearm to individual pursuant to the Gun Control Act	Y	Y	Y	Y	N	N	N	N	N	N	18 U.S.C. 922(d)
254		Return weapons, electric weapons or devices, or arms to any person acquitted of offenses within 60 days from and after the acquittal or dismissal upon filing of motion and issuance of court order; prepare forms and secure signatures; If defendant fails to retrieve item must be transferred to Sheriff	Y	Y	Y	N	N	N	N	N	N	N	F.S. 790.08(3)
255		Review and arrange for disposal of biohazard evidence with the local fire department; contact specialized vendor and pay destruction fees	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	F.S. 403.703(2) (biomedical waste), (13) (hazardous waste), & (37) (storage), F.S. 403.727 (violations of hazardous waste storage and disposal rules and penalties)
256		Prepare and process Petition to Sell Unclaimed Evidence (Auction)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.213 (clerk to sell evidence with monetary value), Fla. R. Jud. Admin. 2.430(f)(1) (criminal exhibits) and (2) (all other exhibits), Fla. R. Jud. Admin. 2.430(g) (disposition without destruction)
257		Store and/or destroy DNA evidence pursuant to guidelines	Y	Y	Y	Y	N	N	N	N	N	N	F.S. 925.11
258		Prepare and submit an order for the destruction of gambling machines, apparatuses or devices must be destroyed in the presence of the Clerk or an assigned deputy clerk (except money inside those items); Requires a court order	Y	Y	N	N	N	N	N	N	N	N	F.S. 849.18
259		Dispose of evidence timely and lawfully	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.213 (3 years if no possibility of appeal), Fla. R. Jud. Admin. 2.430(f)(1) (criminal exhibits disposed as provided by law) & (2) (all other exhibits)
260		Generate report for audit/tracking inventory	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Civ. P. 1.450(b)
261		Conduct biohazard training	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 403.703(2) (biomedical waste), (13) (hazardous waste), & (37) (storage), F.S. 403.727 (violations of hazardous waste storage and disposal rules and penalties)
	<b>Revenue Collection and Distribution</b>												
	Establish and maintain assessment, collection, and distribution schedules												F.S. 28.42 (annual fee schedule), F.S. 28.246(2)
262		Monitor and perform review of legislation, supreme court orders, judicial admin orders, county or local ordinances for fee and distribution changes	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.42 (annual fee schedule)
263		Obtain, review, and reconcile the FCCC annual Distribution Schedule of Court-Related Filing Fees, Service Charges, Costs, and Fines, including a Fee Schedule for Recording	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.42 (annual fee schedule)
264		Evaluate and update in Case Maintenance System, website, handouts, forms for any fees/distributions changes (including meetings with stakeholders)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.42 (annual fee schedule), F.S. 28.246(2)
	Assess and Collect, and Distribute Fines, Fees, Court Costs, and Service Charges												

## CLERKS COURT SERVICES FRAMEWORK

Service	Activity	Task	Criminal				Traffic	Civil					Authority
			Circuit	County	Juvenile Delinquency	Criminal Traffic	Civil Traffic	Circuit	County	Probate	Family	Juvenile Dependency	
			Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	
265		Create system of accounts receivable and receipt payments received via mail, over counter, telephone, on-line payments, from 3rd party vendors (Amscot, Western Union, ePortal, myfloridacounty, collection agencies, appointments, etc.)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.246(2) (system of accounts), (4) (payment plans), & (6) (collection agencies)
266		Perform electronic interface processing, daily balancing, and accounting for payment files from all external payment sources (ePortal, collection agency, credit card)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	GAAP
267		Perform manual daily balancing and accounting from all external payment sources (ePortal, collection, credit card)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	GAAP
268	Establish and ensure compliance with payment plans	Perform daily cashier balancing and prepare deposits	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	GAAP F.S. 28.246(4)
269		Determine payment plan structure; establish payment plan by enrolling payor	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.24(26) (payment plan fees), F.S. 28.246(4) (payment plans in general), F.S. 318.14(4) (traffic payment plans)
270		Maintain payment plans; negotiate and restructure payment plans as appropriate	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.246(5) (maintain), F.S. 938.30(9) (compromise criminal debts)
271		Review established plans for non-compliance, communicate non-compliance for further action if applicable	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.246(6) (collections)
272		Perform collection efforts for noncompliance; notify DHSMV of suspension by suspending license in case maintenance system, or otherwise; refer case to collections	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.246(6) (collections), 318.15 (1)(a) (suspension for failing to comply), F.S. 322.245(3) (failure to comply with court directives) & (5)(a) (notice from clerk failure to pay financial obligation)
273		Respond to customer inquiries and reinstate or establish renegotiated plans if applicable	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.246(4), F.S. 938.30(9) (compromise criminal debts)
	Pursue collection of delinquent debts												
274		Develop criteria, maintain interface, and integrate with Collection Agency	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.246(6) (collections)
275		Collect, Reconcile, Adjust, and Distribute Funds	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.246(6) (collections)
276		Perform Collection Monitoring and Reporting	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.246(6) (collections)
277		Recall cases from collection agency as applicable	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.246(6) (collections)
278		Perform periodic reassignments between agencies as applicable	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.246(6) (collections)
279		Diligently pursue payment of non-sufficient funds checks, credit/debit charge backs, up to and including forwarding to SAO for prosecution	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.243(1) (clerk personally liable for worthless check unless forwarded to SAO), F.S. 832.05(9) (reporting form to be provided by SAO)
280		Enforce, satisfy, compromise, settle, subordinate, release or otherwise dispose of any debts or liens	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 938.30(9) (compromise criminal debts)
281		Process DL Suspensions as statutorily allowed	Y	Y	N	Y	Y	N	N	N	N	N	318.15 (1)(a) (suspension for failing to comply), F.S. 322.245(3) (failure to comply with court directives) & (5)(a) (notice from clerk failure to pay financial obligation), Fla. R. Traf. Ct. 6.590 (failure to complete school)
<b>Financial Processing</b>													
	Establish fine and forfeiture fund												F.S. 142.01
282		Establish a fine and forfeiture fund for the county	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 142.01
283		Pay into, and dispense from, the fine and forfeiture fund all appropriate money.	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 142.01, F.S. 142.03 (certain infractions to be paid to municipalities), F.S. 142.16 (change of venue transfer of funds)
	Reconcile financial transactions												
284		Review, approve, and process accounts payable transactions including refunds, overpayments, and restitution payments	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 960.001(1)(j) (clerk to make enforcement info available if restitution converted to civil lien or judgment), F.S. 965.437(3) (clerk the receiving and dispensing agent for juvenile restitution), Fla. R. Crim. P. 3.986 (judgment and sentence contains provision for payment to clerk), GAAP
285		Perform balancing and reconciliation of accounts to financial ledgers	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 218.39 (annual audit required), GAAP
286		Perform Daily/Monthly bank reconciliation including positive pay, transfers between locations, ACH wires, etc.	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	GAAP
287		Analyze, reconcile, and prepare timely electronic remittances as required to State of Florida Department of Revenue for appropriate distribution	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.245 (distribution must be in accordance with distribution schedule), GAAP
288		Analyze, reconcile and prepare timely remittances for distribution to County, Municipalities, and other agencies	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.240(2) (distribution municipal ordinance fines), F.S. 28.245 (distribution must be in accordance with distribution schedule), F.S. 34.045(2) (distribution municipal ordinance fines), F.S. 318.21(2)(g) (special improvement district, municipal, and county civil traffic penalties), Fla. R. Jud. Admin. 2.265(b) (chief judge of circuit to set schedule of costs for municipal ordinance violations), GAAP
289		Prepare and/or post periodic billings for any activity for which payment is not made at the time of service	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
	Maintain Escrow Accounts												
290		Set Up, Manage and Reconcile Escrow Accounts	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 166.231(1)(c) (challenges to public service tax), F.S. 903.27(4) (payment of bail bond judgment along with motion to set aside judgment)
291		Accept deposits and withdraw funds for applicable amounts due	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 166.231(1)(c) (challenges to public service tax), F.S. 903.27(4) (payment of bail bond judgment along with motion to set aside judgment)

## CLERKS COURT SERVICES FRAMEWORK

Service	Activity	Task	Criminal				Traffic	Civil					Authority
			Circuit	County	Juvenile Delinquency	Criminal Traffic	Civil Traffic	Circuit	County	Probate	Family	Juvenile Dependency	
			Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	
292		Perform periodic reconciliation of accounts	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 218.39 (annual audit required), GAAP
	Process Bonds												F.S. 903.106, 903.16, 903.26, 903.27, 903.28, 903.286, and 903.31
293		Conduct periodic reconciliation of cash bonds against GL accounts	Y	Y	N	Y	N	N	N	N	N	N	F.S. 903.16 (deposit of cash bonds with clerk)
294		Track and Process estreated/forfeited bonds for transfer to clerk revenue	Y	Y	N	Y	N	N	N	N	N	N	F.S. 903.26 (procedure for forfeiture), F.S. 903.28 (remission or partial remission up to two years)
295		Process bond forfeiture to judgment	Y	Y	N	Y	N	N	N	N	N	N	F.S. 903.27
296		Prepare paperwork for notification to bond company, surety company, Department of Insurance, Department of Financial Services, for judgment on unpaid bond	Y	Y	N	Y	N	N	N	N	N	N	F.S. 903.27(1)
	Process Abandoned/Unclaimed property												F.S. 43.19, 116.21, 142.01, 717.113, 744.534
297		Maintain a retention system for money deposited into the registry of the court	N	N	N	N	N	Y	Y	Y	Y	N	F.S. 43.18 (money paid into registry maintained unless withdrawn by court order), F.S. 43.19 (unclaimed funds)
298		Compile for, and provide to, the administrative judge a list of all money, and the person entitled thereto, which has remained unclaimed for the required statutory period.	N	N	N	N	N	Y	Y	Y	Y	N	F.S. 43.19(1) (unclaimed after 5 years, judge in case or one of the judges shall direct to CFO)
299		Remit money to the Chief Financial Officer as directed by the court.	N	N	N	N	N	Y	Y	Y	Y	N	F.S. 43.19(2) (written order to be filed in case)
300		Maintain a retention system for money not in the registry of the court, but which otherwise comes into the possession of the clerk.	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 116.21
301		Compile and publish, at the clerk's expense, a list of all money, and any defendant connected therewith, which has remained unclaimed since January 1 of the previous year.	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 116.21(2) (list and publication during July)
302		Process any written claims for unclaimed money.	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 116.21(3) (written claims)
303		Pay any money into the fine and forfeiture fund of the clerk's county which goes unclaimed by September 1.	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 116.21(1) (unclaimed to fine and forfeiture fund) and (2) (unclaimed as of September 1 forfeited to county)
304		Deposit into the registry of the court all funds received from a guardian upon the appropriate termination of a guardianship where no recipient entitled thereto can be located	N	N	N	N	N	N	N	Y	N	N	F.S. 744.534(2)(a) (deposit to registry)
305		Provide notice in an appropriate manner, depending upon the value of the funds, a notice which will put interested persons on notice of the availability of the funds	N	N	N	N	N	N	N	Y	N	N	F.S. 744.534(2)(a)1. and 2. (notice)
306		Deposit with the Chief Financial Officer all funds going unclaimed for the statutory period following the notice	N	N	N	N	N	N	N	Y	N	N	F.S. 744.534(2)(a)3. (deposit with CFO)
307		Furnish to Department of Legal Affairs as required all estates being administered in which no person appears to be entitled to property	N	N	N	N	N	N	N	Y	N	N	Fla. Prob. R. 5.386
	Unclaimed Money - HB 1361												
308	Effective - 7/1/2019	Report and remit any surplus remaining with the clerk one year after a sale pursuant to Chapter 45											45.032(3)(c)
	Manage funds deposited into the Court Registry												F.S. 28.24(10), 28.33, 43.18, 56.27, 83.232, 83.60, 83.61
309		Create, manage and monitor accounts for registry deposits	N	N	N	N	N	Y	Y	Y	Y	N	F.S. 28.24(10) (fee for registry deposit), F.S. 28.33 (interest on registry money), F.S. 43.18 (no withdrawals from registry without court order), F.S. 56.27(2)(b) (excess from sale into registry if junior creditors exist), F.S. 83.232 (rent in landlord tenant disputes into registry), F.S. 83.60 (rent in landlord tenant disputes into registry)
310		Calculate and disburse payments and any applicable interest per court order	N	N	N	N	N	Y	Y	Y	Y	N	F.S. 28.24(10) (fee for registry deposit), F.S. 28.33 (interest on registry money), F.S. 43.18 (no withdrawals from registry without court order), F.S. 83.61 (disbursement of rent)
311		Periodically reconcile accounts with GL	N	N	N	N	N	Y	Y	Y	Y	N	F.S. 218.39 (annual audit required), GAAP
	<b>Requests for Records and Reports</b>												
	Satisfy customer copy and record requests												F.S. 28.345 and Fla. R. Jud. Admin. 2.420(b)(1)(A)
312		Receive and review requests for records	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Jud. Admin. 2.420(b)(1)(A) (court records are kept by the clerk), Fla. R. Jud. Admin. 2.420(b)(3) (custodian is the official charged with keeping the records), Fla. R. Jud. Admin. 2.420(m) (requests directed to custodian who determines access)
313		Determine whether the requested records are confidential or expunged, and whether customer has the right to review or know of the record	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Jud. Admin. 2.420(m)(2) (determining access and exemptions)
314		Acknowledge and respond to customer inquiries	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Jud. Admin. 2.420(m)(2) (providing access or written denials)
315		Conduct records search, compile data, provide results to customer as necessary	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.24(20) (\$2.00 per year searched for searching records), Fla. R. Jud. Admin. 2.420(m)(2) (providing access or written denials)
316		Retrieve archival records from offsite storage locations, as needed	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Jud. Admin. 2.420(m)(2) (providing access or written denials)
317		Review and apply proactive/View on Request (VOR) redactions	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Rule 2.420, AOSC 16-14
318		Process requests for certification and exemplification (other examples of types of record requests and charges for same)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.24 (3) (\$2.00 per instrument for certification), F.S. 28.24 (17) (\$7.00 per exemplified certificate)
319		Compute, assess, and collect statutory fees	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.24 (5)(a) (\$1.00 per <= 8 1/2 x 14 page), (5)(b) (\$5.00 per >= 8 1/2 x 14 page), (7) (\$6.00 per page for any non-photographic copy), (20) (\$2.00 per year searched for searching records), Fla. R. Jud. Admin. 2.420(m)(2) (custodian to determine form of provided record), Fla. R. Jud. Admin. 2.420(m)(3) (fees for records)
320		Provide records	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Jud. Admin. 2.420(m)(2) (providing access or written denials)



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Service	Activity	Task	Criminal				Traffic	Civil					Authority
			Circuit	County	Juvenile Delinquency	Criminal Traffic	Civil Traffic	Circuit	County	Probate	Family	Juvenile Dependency	
			Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	
	Prepare and manage custom reports/bulk data requests												AOSC 16-14
321		Review and respond to request to determine parameters and applicable systems/data fields	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	No requirement for access, but see AOSC 16-14 Standards and Security Matrix Commercial Purchasers of Bulk Records User Group
322		Write report request with specific data fields	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	No requirement for access, but see AOSC 16-14 Standards and Security Matrix Commercial Purchasers of Bulk Records User Group
323		Conduct staff/department review of report to insure accuracy/review anomalies	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	No requirement for access, but see AOSC 16-14 Standards and Security Matrix Commercial Purchasers of Bulk Records User Group
324		Provide report to customer/post on website	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	No requirement for access, but see AOSC 16-14 Standards and Security Matrix Commercial Purchasers of Bulk Records User Group
325		Update report programmatically or as needed	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	No requirement for access, but see AOSC 16-14 Standards and Security Matrix Commercial Purchasers of Bulk Records User Group
326		Compute, assess, and collect fee	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	No requirement for access or set fee, but see AOSC 16-14 Standards and Security Matrix Commercial Purchasers of Bulk Records User Group
	<b>Provide Ministerial Pro Se Assistance</b>												F.S. 28.215
	Assist self-represented (pro se) litigants with filings including, but not limited to, Domestic, Repeat, Sexual, Dating, and Stalking Injunctions; Tenant Evictions; Small Claims cases; Simplified Dissolutions of Marriage; and Mental Health cases												F.S. 741.30(2)
327		Interface with protective shelters	N	N	N	N	N	N	N	N	Y	N	F.S. 741.30(2)(c)7. (clerk to make information on certified centers available)
328		Provide ministerial assistance in filling out forms for filing	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 741.30(2)(c)1. (clerk to provide assistance)
329		Coordinate service of documents	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 741.30(7) (clerk to provide copies to law enforcement for service)
330		Update website and form packets with approved Supreme Court and other forms as necessary	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 741.30(2)(c)2. (forms)
331		Provide information/referrals for applicable agencies outside of Clerk's office	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 741.30(2)(c)7. (clerk to make information on certified centers available)
	<b>Vulnerable Adult - HB 1059 Effective - 7/1/2018</b>												
332		Assist petitioners filing an initial petition for injunction against exploitation of a vulnerable adult											F.S. 825.1035(4)(a)
333		Assist petitioners filing a petition alleging a violation of an injunction against exploitation of a vulnerable adult											F.S. 825.1035(4)(a)
334		Provide simplified forms relating to exploitation of a vulnerable adult											F.S. 825.1035(4)(b)
335		Provide privacy for the petitioner											F.S. 825.1035(4)(c)
336		Provide petitioner with two certified copies of the petition without charge											F.S. 825.1035(4)(d)
337		Practice law by informing the petitioner of the necessary steps for service of process and enforcement											F.S. 825.1035(4)(d), but see, F.S. 28.215(prohibiting the provision of legal advice to pro se litigants), F.S. 454.18 (prohibiting clerks or full-time deputy clerks from practicing law) and F.S. 454.23 (making it a felony to practice law without a license)
338		Provide petitioner with certified copies of an order of injunction (no mention is made of whether to charge)											F.S. 825.1035(4)(e)
339		Practice law by informing the petitioner of "the service of process and enforcement"											F.S. 825.1035(4)(e), but see, F.S. 28.215(prohibiting the provision of legal advice to pro se litigants), F.S. 454.18 (prohibiting clerks or full-time deputy clerks from practicing law) and F.S. 454.23 (making it a felony to practice law without a license)
340		Receive training in the effective assistance of petitioners											F.S. 825.1035(4)(f)
341		Produce a brochure to include information about the exploitation of vulnerable adults and the effect of providing false information to the court											F.S. 825.1035(4)(g)
342		Provide the informational brochure to petitioners, local senior centers, local aging and disability resource centers, or appropriate state or federal agencies											F.S. 825.1035(4)(g)
343		Provide a copy of all petitions and orders filed under Section 825.1035 to the "adult protective services program" (this appears to be the program under the aegis of DCF mentioned in Chapter 415)											F.S. 825.1035(4)(h)
344		Submit a quarterly reimbursement request to OSCA for \$40 for each petition processed											F.S. 825.1035(4)(i)
345		Pay law enforcement \$20 out of each \$40 received for each injunction served											F.S. 825.1035(4)(i)
346		Track the amount of filing fees and service charges waived by Section 825.1035 for purposes of having those charges assessed against guilty respondents											F.S. 825.1035(8)(a)2.f.
347		Furnish a copy of the petition, the financial affidavit, the notice of hearing, and any temporary injunction to the sheriff or a law enforcement agency of the county in which the respondent resides or can be found											F.S. 825.1035(10)(a)1.a.
348		Transmit to the sheriff, at the sheriff's request, a facsimile copy of an injunction which has been certified											F.S. 825.1035(10)(a)1.a.

**CLERKS COURT SERVICES FRAMEWORK**

Service	Activity	Task	Criminal				Traffic	Civil					Authority
			Circuit	County	Juvenile Delinquency	Criminal Traffic	Civil Traffic	Circuit	County	Probate	Family	Juvenile Dependency	
			Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	
349		Furnish a copy of the petition, the financial affidavit, the notice of hearing, and any temporary injunction to the sheriff or a law enforcement agency of the county in which the vulnerable adult resides or can be found											F.S. 825.1035(10)(a)2.a.
350		Transmit to the sheriff, at the sheriff's request, a facsimile copy of an injunction which has been certified											F.S. 825.1035(10)(a)2.a.
351		Certify copies of all orders issued											F.S. 825.1035(10)(a)4.
352		Attend all hearings on injunctions (necessary to certify and deliver copies at hearing)											F.S. 825.1035(10)(a)4.
353		Deliver certified copies to all parties at the time of the entry of the order											F.S. 825.1035(10)(a)4.
354		Obtain signatures on the original order from all parties acknowledging the receipt of the certified copies											F.S. 825.1035(10)(a)4.
355		Note on the original petition that "service was effected" if a party fails or refuses to acknowledge receipt of a certified copy of an order											F.S. 825.1035(10)(a)4.
356		Mail, to the last known mailing address, certified copies of the order to any party to whom delivery of a certified copy at the hearing on the order was not possible											F.S. 825.1035(10)(a)4.
357		Serve certified copies of the order on depositories or financial institutions as provided in Section 655.0201											F.S. 825.1035(10)(a)4. (Section 655.0201 provides the location and persons who may be served, but not the actual method of service)
358		Notify the sheriff of all service pursuant to F.S. 825.1035(10)(a)4.											F.S. 825.1035(10)(a)4.
359		Prepare and file a written certification of all service under F.S. 825.1035(10)(a)4. specifying the time, date, and method of service											F.S. 825.1035(10)(a)4.
360		Serve, by mail, any subsequent petitions "for an injunction seeking an extension of time" on any respondent who was previously served with a temporary injunction and failed to appear a the initial hearing on the temporary injunction.											F.S. 825.1035(10)(a)5.
361		Forward, within 24 hours, to the sheriff with jurisdiction over the residence of the petitioner, any orders issuing, changing, continuing, extending, or vacating an injunction											F.S. 825.1035(10)(b)1.
362		Notify, within 24 hours of an injunction being terminated or rendered ineffective by ruling of the court, the sheriff receiving original notification under F.S. 825.1035(10)(b)1. (the sheriff with jurisdiction over the residence of the petitioner)											F.S. 825.1035(10)(b)5.
363		Collect any assessment or fine for enforcing a Section 825.1035 injunction											F.S. 825.1035(11)(a)
364		Transfer monthly any assessment or fine collected for enforcing a Section 825.1035 injunction to DOR for deposit in the Domestic Violence Trust Fund											F.S. 825.1035(11)(a)
365		Assist a petitioner in preparing an affidavit alleging a violation of an injunction for protection against the exploitation of a vulnerable adult when the person who violated the injunction has not been arrested or direct the petitioner to a chief judge designated office for injunction violations											F.S. 825.1036(1)
366		Immediately forward any Section 825.1036(1) affidavit received to the state attorney and to "the court or judge as the chief judge determines to be the recipient of affidavits of violation."											F.S. 825.1036(2)
367		If a Section 825.1036(1) affidavit alleges that a crime has been committed, forward the affidavit to the "appropriate law enforcement agency for investigation"											F.S. 825.1036(2)
<b>Technology Services for External Users</b>													
	Provide and maintain Online Electronic Access												AOSC 16-14
368		Receive applications for access to remote applications and/or subscription services	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	AOSC 16-14, AUTHENTICATION REQUIREMENTS
369		Assign login and password; reset password and unlock accounts as needed	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	AOSC 16-14, AUTHENTICATION REQUIREMENTS
370		Perform table management; link specific users' participant IDs as needed	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	AOSC 16-14, AUTHENTICATION REQUIREMENTS
371		Manage/update access roles as changed by governing authorities	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	AOSC 16-14, ACCESS MATRIX
372		Test/troubleshoot problems	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	AOSC 16-14, QUALITY ASSURANCE
373		Maintain interface, logins/passwords for bulk data purchasers via FTP/bulk sharing network	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	AOSC 16-14, SECURITY, Paragraph 6.
374		Monitor ongoing eligibility for access	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	AOSC 16-14, SECURITY and AUTHENTICATION REQUIREMENTS, FCCT requirements
	Maintain the eFiling Portal												AOSC 09-30, SC 10-2101, AOSC 11-399, and Fla. R. Jud. Admin. 2.420
375		Maintain internal user access	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	AOSC 09-30
376		Add law firm and associate firm administrators	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	AOSC 09-30
377		Add/edit/associate/disassociate docket codes, court types/sub-types, case types, fee codes, fee schedules, party types, and work queues	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	AOSC 09-30
378		Triage/troubleshoot issues for customers	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	AOSC 09-30

## CLERKS COURT SERVICES FRAMEWORK

Service	Activity	Task	Criminal				Traffic	Civil					Authority
			Circuit	County	Juvenile Delinquency	Criminal Traffic	Civil Traffic	Circuit	County	Probate	Family	Juvenile Dependency	
			Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	
379		Monitor e-filing workflow between local system and statewide Portal	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	AOSC 09-30
380		Manage corrective action/abandoned filing queues	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	AOSC 09-30
381		Perform Release Management (e.g. testing new releases prior to implementation)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	AOSC 09-30
	Maintain data and image integration with Judicial Viewer application												Fla. R. Jud. Admin. 2.525
382		Maintain user access	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Jud. Admin. 2.525(c)(2) (official court file is electronic), AOSC 16-14 (judges may access records electronically)
383		Maintain interface between Case Maintenance System and viewer	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Jud. Admin. 2.525(c)(2) (official court file is electronic), AOSC 16-14 (judges may access records electronically)
384		Provide training to judicial/clerk staff	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Jud. Admin. 2.525(c)(2) (official court file is electronic), AOSC 16-14 (judges may access records electronically)
385		Test/troubleshoot problems	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fla. R. Jud. Admin. 2.525(c)(2) (official court file is electronic), AOSC 16-14 (judges may access records electronically)
	Establish and maintain Clerk website												AOSC 16-14
386		Build/maintain website to provide access to reports, information, and case data	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	AOSC 16-14 (case information on the web authorized)
387		Manage content, including court calendars; contact information for departments and divisions including Supreme Court Self Help; FAQs; fees and charges	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.222(5) (limitation of internet content), F.S. 63.054(3) (claim of paternity forms), F.S. 63.085(1)7, (paternity registration forms), F.S. 721.855(7)(a) (foreclosure sale of a timeshare interest), F.S. 721.856(7)(a) (foreclosure sale of a timeshare interest), F.S. 960.001(1)(j) information on enforcing restitution liens and judgments, Fla. R. Jud. Admin. 2.420(e)(4)(A) (publishing an order of confidentiality), Fla. R. Jud. Admin. 2.516 (link for served documents on clerks website), Fla. R. Jud. Admin. 8.225(f)(5)(B) (link to document served), Fla. R. Jud. Admin. 8.635(b)(2)(A) (link to document served)
388		Establish/maintain links and interfaces with new applications or collegial entities	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.222(5) (limitation of internet content), F.S. 63.054(3) (claim of paternity forms), F.S. 63.085(1)7, (paternity registration forms), F.S. 721.855(7)(a) (foreclosure sale of a timeshare interest), F.S. 721.856(7)(a) (foreclosure sale of a timeshare interest), F.S. 960.001(1)(j) information on enforcing restitution liens and judgments, Fla. R. Jud. Admin. 2.420(e)(4)(A) (publishing an order of confidentiality), Fla. R. Jud. Admin. 2.516 (link for served documents on clerks website), Fla. R. Jud. Admin. 8.225(f)(5)(B) (link to document served), Fla. R. Jud. Admin. 8.635(b)(2)(A) (link to document served)
	<b>Mandated Reporting Services</b>												
	Compile and submit state and local reports and data extracts	<i>list of reports to be verified/updated and linked</i>											F.S. 28.35, F.S. 198.30, and Fla. R. Jud. Admin. 2.245
389		Determine parameters and applicable systems/data fields in accordance with respective Interface Control Document	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.35(3)(a) (funding for data collection and reporting) and Fla. R. Jud. Admin. 2.245 (case reporting as required by the Supreme Court)
390		Write report request with specific data fields	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.35(3)(a) (funding for data collection and reporting) and Fla. R. Jud. Admin. 2.245 (case reporting as required by the Supreme Court)
391		Conduct staff/department review of report to ensure accuracy/review anomalies	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.35(3)(a) (funding for data collection and reporting) and Fla. R. Jud. Admin. 2.245 (case reporting as required by the Supreme Court)
392		Update report programmatically or as needed	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.35(3)(a) (funding for data collection and reporting) and Fla. R. Jud. Admin. 2.245 (case reporting as required by the Supreme Court)
393		Create and maintain auditable detail records	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.35(3)(a) (funding for data collection and reporting) & (5) (audits to determine compliance with F.S. 28.35), F.S. 218.39 (annual audit required), Fla. R. Jud. Admin. 2.245 (case reporting as required by the Supreme Court)
394		E-mail or electronically upload data to recipient agency	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.35(3)(a) (funding for data collection and reporting) and Fla. R. Jud. Admin. 2.245 (case reporting as required by the Supreme Court)
395		Maintain interface with agency for proper reporting of data	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F.S. 28.35(3)(a) (funding for data collection and reporting) and Fla. R. Jud. Admin. 2.245 (case reporting as required by the Supreme Court)
	<b>Jury Management</b>												
	Establish and manage jury pools												F.S. CHAPTERS 40 and 905
396		Create, manage, and update annual jury list from DHSMV for petit and grand jury	Y	Y	N	Y	N	Y	Y	N	N	N	F.S. 40.011 (initial local petit and grand list), F.S. 40.02 (final random juror candidate list), F.S. 905.37 (statewide grand)
397		Evaluate scheduled trial data; determine appropriate number of jurors needed; produce venire; prepare and mail summonses	Y	Y	N	Y	N	Y	Y	N	N	N	F.S. 40.221 (venire), F.S. 40.23(1) (summons)
398		Review excusal requests and questions for qualified juror participation; reschedule requests	Y	Y	N	Y	N	Y	Y	N	N	N	F.S. 40.23(2) (excuses)
399		Coordinate and verify jurors for check-in, including transport/parking/DL verification, pending qualification and swearing in for voir dire	Y	Y	N	Y	N	Y	Y	N	N	N	F.S. 40.231
400		Coordinate meals, lodging and parking, if applicable; reconcile invoices and payment of vendors after trials	Y	Y	N	Y	N	Y	Y	N	N	N	F.S. 40.235, F.S. 40.26 (sheriff to provide, clerk to pay), F.S. 40.29(quarterly funding), F.S. 40.32
401		Determine eligibility and pay jurors for services performed, transfer of payment for donations, provide information for donations and school/work excusals	Y	Y	N	Y	N	Y	Y	N	N	N	F.S. 40.24, F.S. 40.29(quarterly funding), F.S. 40.32
402		Research and void/reissue juror payments	Y	Y	N	Y	N	Y	Y	N	N	N	F.S. 40.24
403		Purge the jury list periodically for convicted felons, deceased, and mentally incapacitated persons	Y	Y	N	Y	N	Y	Y	N	N	N	F.S. 40.022

**CLERKS COURT SERVICES FRAMEWORK**

Service	Activity	Task	Criminal				Traffic	Civil					Authority
			Circuit	County	Juvenile Delinquency	Criminal Traffic	Civil Traffic	Circuit	County	Probate	Family	Juvenile Dependency	
			Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	
404		Furnish to, and/or maintain for, the Division of Elections, a list of those persons adjudicated mentally incapacitated or those persons who have had their voting rights restored based upon a determination of mental incapacity, and those persons who have returned signed jury notices during the preceding months indicating a change of address	Y	Y	N	Y	N	Y	Y	N	N	N	F.S. 40.22(4), FS 98.093(2)(b)
405		Prepare and Submit Jury Service Management Report to OSCA	Y	Y	N	Y	N	Y	Y	N	N	N	Jury Manager's Manual, Page 6-1
	Support enforcement of Failure to Appear for Jury Duty												F.S. 40.23
406		Validate and document potential juror failures to appear	Y	Y	N	Y	N	Y	Y	N	N	N	F.S. 40.23(3) (failure to appear)
407		Issue and mail notice to appear for court	Y	Y	N	Y	N	Y	Y	N	N	N	F.S. 40.001 (chief judge may assign additional duties).
408		Attend court proceedings, maintain court minutes, and process resulting order including any applicable fine	Y	Y	N	Y	N	Y	Y	N	N	N	F.S. 40.001 (chief judge may assign additional duties), F.S. 43.26(2)(d) (chief judge may require may require attendance of clerks, but see, Morse v. Moxley, 691 So.2d 504 (Fla. 5th DCA 1997) for limitation of this power), Fla. R. Jud. Admin. 2.215(b)(6) (chief judge may require attendance of clerks and periodic reports)
	Request funds and reconcile jury cost reimbursement												F.S. 40.29, 40.32, 40.33, and 40.34
409		Prepare and submit quarterly jury management cost estimate to CCOC/JAC jury management	Y	Y	N	Y	N	Y	Y	N	N	N	F.S. 40.29(1) (quarterly estimate)
410		Track and reconcile expenditures for juror reimbursement advance	Y	Y	N	Y	N	Y	Y	N	N	N	F.S. 40.355 (full accounting)
411		Participate in DFS audit of juror revenue/expense	Y	Y	N	Y	N	Y	Y	N	N	N	F.S. 40.361 (all applicable laws of budgeting and financing shall apply to jury funds)
	<b>Administration</b>												
	Human Resources Support												
412		Conduct Training sessions for Management and staff											
413		Benefits											
414		Recruitment											
415		Provide public outreach											
	Financial Support												
416		Budget Development											F.S. 218.35 (budgeting for courts and BCC)
417		Audits											F.S. 218.39 (annual audit required)
418		Purchasing and Procurement											
	Legal Support												Art. V. Sec. 16, Fla. Const.
419		Interpreting laws, rules, legislative changes											
420		Preparation and review of contracts											
421		Represent the Clerk before the Court											F.S. 903.28(10) (clerk is real party in interest for bail bond appeals)
422		Acts as liaison with Judiciary, constitutionals, and other entities											F.S. 218.35 (budgeting for courts and BCC)
423		Ensure compliance with State & Federal Regulations, Rules of Courts, Florida Statutes and Rules of Procedures and how they pertain to each area											F.S. 218.35 (budgeting for courts and BCC)
	Facilities Support												
424		Emergency Management											
425		Records Storage											
426		Perform annual clerk fixed assets inventory											F.S. 218.39 (annual audit required)